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PAPER NO. 2

INDIAN HISTORICAL RECORDS COMMISSION

FORTY-SEVENTH SESSION

DEVELOPMENT OF ARCHIVES

19, MAY 1981

DELHI

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NATIONAL ARCHIVES OF INDIA

1978-79

Administration

Staff: The staff strength of the National Archives of India, New Delhi, including that of Regional Offices at Bhopal and Jaipur, as on 31st March 1979, was as under:

Category	Sanctioned Strength	Vacancies	Functional Strength
Group 'A' Class I (Gazetted)	21	4	17
Group 'B' Class II (Gazetted & Non-Gazetted)	106	16	90
Group 'C' (Establishment)	270	46	224
Group 'D' (Establ[illegible]t)	184	36	148
Total	581	102	479

During the period under report Shri B.S.Kalra was appointed as Administrative Officer and S/Shri C.P.Mathur, S.S.Rekhi, Hardev Singh and S.K. Dhanedhar were appointed as Archivists (General).

Budget: During 1978-79, a sum of Rs.36.64 lakhs was spent out of the budget provision of Rs.38.81 lakhs on the non-plan side, and on the plan-side a sum of Rs.19.89 lakhs was spent out of the budget provision of Rs.24.95 lakhs. For 1979-80 a provision of Rs.41 lakhs was made on the non-plan side and Rs.27.50 lakhs on the plan-side.

Projects: During the period under report, this Department submitted to the Government of India, 22 schemes for the development of Archives with a total outlay of Rs.516.65 lakhs (Rs.285.00 lakhs for the capital works) for inclusion in the new medium term plan, 1978-83. Final allocation from the Government in regard to the same is awaited.

Apart from the continuing schemes of the 5th Plan, the Department also included a new plan scheme viz., "Oriental Languages Training Scheme in the National Archives of India" for which a marginal provision of Rs.6,000 was made in the plan budget of National Archives of India for 1979-80. On 1st January, 1979, the Department took over the administrative control of the Pondicherry Archives housing pre-1954 records, and a proposal to develop it into a Record Centre was sent to the Department of Culture which is under the active consideration of the Government of India.

Efforts were also made to finalise arrangements for the establishment of the State Cell of the National Register Scheme at Bhubaneshwar.

Building: The Central Public Works Department invited tenders for the construction of the annexe to the National Archives of India building and after completing their due examination, the construction work is likely to start sometime towards the end of the year.

REFERENCE MEDIA

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared:-

A. Public Records

1. Summary Inventory of Consultations :

Department/Branch	Inclusive Years	Bulk
Foreign (Secret) Department	1799-1811 (Work on volume for the year 1805 was completed, and presently the work on volume for the year 1806 is in hand).	23,026 (Manuscript pages).

2. Subject Lists of Files:

Office of Private Secretary to His Excellency the Viceroy and its successor bodies (Honours Branch Secret).	1940-54 (work is still in progress)	1,378 Files

3. Check Lists:

(i)	Civil Works Irrigation 'A' (PWD)	1914-1923	XXXX

B. Private Papers

1. Subject Lists:

	Collections :	Items
a)	Rajendra Prasad Papers	4581
b)	Dadabhai Naoroji Papers	512
c)	B.D.Chaturvedi Papers	483
d)	P.K. Malaviya Papers	1968

2. Descriptive Listing of Persian Correspondence/Documents

a) 37 letters of the Descriptive List of Persian Correspondence of the year 1804 were checked and verified.

b) Work on Descriptive Listing of Persian Correspondence of the year 1826 was taken up and 145 letters (Receipts) of the same were listed.

c) 277 acquired documents/papers in Persian were descriptively listed.

d) About 87 Rajasthani documents of Haldiya Collection were descriptively listed.

3. Descriptive Docketing:

(a) 600 documents relating to the period of Muhammad Shah were descriptively docketed.

(b) 15,393 documents relating to the reign of Aurangzeb were chronologically arranged.

4. Cataloguing of Seals:

516 seals found on the acquired documents were examined and their preliminary slips were prepared.

RECORD MANAGEMENT

1. Archival Policy Resolution: The fifth report of the Director of Archives on the implementation of Archival Policy Resolution during 1977-78 duly approved by the Department of Culture was printed and copies were forwarded to the Ministries/ Departments/Offices. A circular for the compilation of sixth report of the Director of Archives on Archival Policy Resolution was issued to all Ministries.

In its second meeting held on 9th February, 1979 the inter-Ministerial Working Group which was set up in January 1978, finalised its work regarding staff requirements for the Departmental Record Rooms (Minutes of this meeting are being finalised). Besides, the Department also compiled a draft note for the Cabinet on the Allocation of Business Rules - so that the subject of Record Management should come under the purview of the Department of Culture and forwarded it to the Department of Personnel and Administrative Reforms for approval.

2. Appraisal of Records: The records of the following Departments/Agencies were appraised during the period:

1.	Erstwhile Military Department	1890-96
2.	Bhopal Political Agency	1875-1947
3.	Malwa Political Agency	1875-1947
4.	Central India Agency	1873-1952
5.	Bundelkhand Political Agency	1873-1948
6.	Chattisgarh State Agency	1901-1948
7.	Orissa State Agency	1904-1947
8.	Gwalior Residency	1922-1947
9.	Eastern States Agency	1933-1947
10.	Madras Residency	1873-1937

11.	Baroda Residency	1880-1944
12.	Mysore Residency	1946-1947
13.	Western Kathiawar Agency	1932-1947
14.	Eastern Kathiawar Agency	1906-1944, 1947
15.	Western India States Agency	1913-1940, 1942-47
16.	Cutch Political Agency	1873-1924
17.	Kathiawar Political Agency	1873-1924
18.	Public Works Department	1873-1947
19.	Railway Board	1905-1952

In all 67,665 files and volumes including 8978 files of the Military Department were appraised. Out of which 33.76% files were marked for retention, the remaining 66.24% files were marked for destruction. Similarly 41% files of the Agency records were marked for retention and the remaining 59% files for destruction.

While appraising these records guide-lines given in the following were used: Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1977-Edition), Appendix 13 of General Financial Rules, and also Retention Schedules of Functional Files of the Ministries/Departments concerned prepared by them in consultation with the National Archives of India.

3. Scrutiny of the Retention Schedules: In accordance with para 6 of the Archival Policy Resolution, the Retention Schedules of the following were scrutinised: Ministry of Works and Housing; Departments of Electronics; Coal; and Agriculture; Election Commission; Prime Minister's Office; National Museum; the Cabinet Secretariat; the Land and Development Office and Jawaharlal Nehru University, New Delhi. Revised Retention Schedules with necessary recommendations were forwarded to the concerned organisations for further necessary action.

In this connection, an on-the-spot study of the records of the following Ministries/Departments was also completed: Ministry of Shipping and Transport; Departments of Culture, Food, Parliamentary Affairs, Statistics, Steel, Company Affairs; Indian Council of Agricultural Research and the Office of the Director of Weights and Measures. Reports on their Retention Schedules are being finalised and would be forwarded to the respective organisations in due course.

Retention Schedules were finalised in consultation with concerned offices and by perusing a large number of semi-current and current files and file Registers for the last three years.

4. Framing of Statutory Rules: A background note along with the revised draft of Public Records Bill was forwarded to the Ministry of Law for consideration.

5. Printing of Records: Matter regarding microfilming/ Xeroxing of permanent records instead of printing them is still under consideration.

6. Advisory Work: In accordance with para 12 of Archival Policy Resolution the following Ministries/Departments/ Offices were advised on different problems of Record Management:

Defence; External Affairs; Home Affairs; Departments of Science and Technology; Health; Historical Section of Ministry of Defence; Offices of Krishna Godavary Water Disputes Tribunal; Prime Minister's Office; Union Public Service Commission; and Jawaharlal Nehru University_all in New Delhi; Offices of the Collector of Customs; Textile Commissioner and Central Board of Film Censors_all in Bombay; Gujarat State High Court and Sessions and District Court, Ahmedabad; Controller of Insurance, Simla; Bihar State Archives, Patna; Department of Education, Pondicherry; College of Military Engineering, Poona; Accountant General, Uttar Pradesh, Allahabad; Collector of Customs_and Central Excise, Goa; Archaeological Survey of India, Aurangabad; and Patiala University, Patiala.

Shri M.L. Ahluwalia, Assistant Director of Archives, attended a meeting on 27th April 1978 at Chandigarh for finalisation of common Retention Schedule of Records for Haryana State Government on the lines of Central Government.

Dr. R.K.Perti, Assistant Director of Archives, visited Department of Personnel and Administrative Reforms, New Delhi, to attend the meeting of O & M Officers held on 16th and 17th October, 1978.

In connection with the work of inspection of records of India Supply Mission, Washington the officers of this Department also visited the record rooms of the Ministries of External Affairs and Defence, New Delhi.

Arrangement and Servicing of Records: During the period under review 35,710 files and maps were checked, 32,415 files, volumes, bundles and maps were arranged, 13,250 files were amalgamated, 57,260 requisitions for records were attended to and 56,875 records were restored.

RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 650 scholars availed themselves of the research facilities.

Reference Service: 31 queries on records from Government agencies and 81 search cases on records from private agencies were attended to during the period under review.

PUBLICATION PROGRAMME

Fort William India House Correspondence: Under the Scheme I of the Publication Programme of the Department, Volume XII (Home Public, 1793-95, Honorary Editor, [illegible] Amales Tripathi) in the series was printed and its copies distributed.

The Indian Archives: The copies of Volume XXV No.2 (July-December, 1976) and Volume XXVI Nos. 1-2 (January-December, 1977) were received from the press and distributed.

The typescript for Volume XXVII No. 1 (January-June, 1978) was sent to the press and the compilation of Volume XXVII No.2 (July-December, 1978) was taken up.

Annual Report of the National Archives of India: Printed copies of the Annual Reports of the National Archives of India for the years 1976 and 1977, were received from the press and distributed and compilation of the Annual Report for 1978 was taken up.

National Register of Private Records: During the period Volume IX (1967-68) was brought out in cyclostyle form and distributed. In addition, Volume X was compiled and work on Volumes XI and XII was taken up.

Indian Historical Records Commission: Volume XLV of the proceedings of the Indian Historical Records Commission came out from the press and was distributed.

Regional Records Survey Committee: During the period the Regional Records Survey Committees were reconstituted in Orissa and the Union Territory of Delhi. Besides, an Advisory Committee for "Maharaj Kameshwar Singh Archives" was constituted by the Government of Bihar. The Director of Archives, National Archives of India has been nominated as a member of this Committee. The meetings of the Regional Records Survey Committees of Delhi, Madhya Pradesh, Bihar and Orissa were held on 24th June 1978 & 20th March, 1979; 21st August, 1978; 20th May, 1978; and 28th December, 1978 respectively.

Proceedings of the 7th meeting of the National Register Scheme were prepared and sent to all the State Archives/Regional Records Survey Committees and Union Territories.

CONSERVATION

During the year technical advice for repair and preservation of records, manuscripts etc., was extended to 111 Institutions. Repair and rehabilitation services were extended to Rajasthan Oriental Research Institute, Tonk; Indian Council for Cultural Relations, New Delhi and Bombay University Library etc. In all, assistance was rendered to 20 Institutions.

The Research Laboratory of the Department continued testing of various repair and preservative materials to find out their suitability and use in repair and rehabilitation of archival documents and conservation work. In this connection samples of Nepalese tissue paper received from Vrindaban Research Institute, printing paper received from M/s Mahalaxmi Paper Mart, ledger paper received from copyright office, Ministry of Education and Social Welfare, sample of tissue paper and acetate foil received from the Director General Supply, London, and long-cloth from local market, were tested in the Research Laboratory.

Shri Rajendra Prasad, Scientific Officer, inspected the Record Rooms of the Lok Nayak Jayaprakash Hospital, New Delhi, Takniki Utpadan Directorate, Ministry of Defence, Power Wing, Government of India, Shram Sakti Bhavan, the Library of the Planning Commission, New Delhi ; and Central Secretariat Library, New Delhi, and rendered necessary advice for the proper maintenance and preservation of their records.

Besides interested members of the staff of this Department participated in a seminar organised by the Indian Assocation for the study of Conservation of Cultural Property held at National Museum, New Delhi on 2nd-3rd March, 1979.

Repair and Rehabilitation of Records: During the period 5,668 sheets were flattened, 66,009 sheets were repaired with chiffon and tissue paper, 968 sheets and 2 maps were given minor repairs. Besides, 24,587 sheets were repaired with solvent lamination and 97,233 sheets with machine lamination. 73,599 sheets and 360 Ocs. were guarded and 14,313 items were stitched, while 8,463 items were bound.

Air-cleaning and Fumigation: During the period under report 195 volumes and 1,876 files were air-cleaned and 445 books, 155 bundles and 252 volumes were fumigated.

REPROGRAPHY

Reprographic services were rendered to a number of scholars and Institutions during the period under review. Technical information on reprography was also given to various Libraries, Archives and other Institutions.

The following figures give the total output of the work attended to:

1.	Microfilming	2,49,368 Exposures
2.	Positive Printing	6,585 Metres
3.	Xerox Copies	10,908 Copies
4.	Enlargement Printing	1,548 Copies
5.	Processing	748 rolls and 90 strips films

6.	Checking of films	560 rolls and 90 strips
7.	Rechecking	698 rolls
8.	Restoration of films	1,731 rolls
9.	Indexing of films	560 rolls
10.	Servicing of films	1531 rolls.

TRAINING IN ARCHIVES-KEEPING

Diploma Course in Archives-Keeping: During the period under report, theoretical and practical training of 14 trainees admitted to the Diploma Course in Archives-Keeping in 1977 was completed. For the 1978-79 Session of the Diploma Course a fresh batch of 16 candidates were admitted.

Short Term Training: Under the scheme of certificate course of training for officers of the Central/State Government Departments, two sessions of an eight weeks course in Record Management and three sessions of the course for six weeks in Repair of Records, were conducted. 45 candidates participated in these courses.

Correspondence Course in Archives-Keeping: In pursuance of the Resolution of the Indian Historical Records Commission, the Department introduced, a Correspondance Course in Archives-Keeping for the benefit of the officers of Central and State Government Departments who are engaged in or likely to take up,

record management work in their departments. The first session of this course commenced in August, 1978 and presently 88 candidates are on the roll.

Special Training Course: Special facilities for observation-cum-training in Record Management, Repair of Records and Microfilming, were provided to seven nominees. Among them four were the nominees of the Governments of Malaysia, Tanzania, Guyana and Afghanistan.

CULTURAL EXCHANGE PROGRAMME

During the period under report Cultural Exchange Programmes were finalised with Afghanistan, Belgium, Iran, Iraq, Turkey, Mauritius, the Federal Republic of Germany, and Czechoslovakia, and steps were initiated for their implementation. Shri M.L. Ahluwalia, Assistant Director of Archives, was deputed to USSR and Hungary for a period of one month (November, 17-December, 16, 1978) under the Cultural Exchange Programmes with these countries.

Two microfilm rolls of records of Indian interest from Hungary and three microfilm rolls from Australia were received under the Cultural Exchange Programmes. Two rolls of records of Australian interest were forwarded to the National Library of Australia.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following:

(a) Dr. M. Morsey Abdulliah from Abu Dhabi;

(b) Mr. S. Alousi, Director General of Archives and Dr. Mrs. Albertine Jwaideh; Iraq.

(c) Dr. Sulejman Grozdanic, Director, Arts Faculty and Oriental Institute, Sarajevo,

(d) Dr. Dzaka dr. Becir, Professor, Sarajevo

(e) Miss Lesley A. Hall, India Office Library and Records, London, and

(f) Mr. P.R. Kyndiah, Minister for Industries, Meghalaya.

COMMITTEES AND CONFERENCES

Dr.S.N.Prasad, Director of Archives, attended the meeting of the Executive Committee of South and West Asian Regional Branch of the International Council on Archives (SWARBICA) held at Srinagar from April 6th-10th, 1978. As a special representative of the International Council on Archives Executive Committee, Dr. Prasad attended the 'Colloquium on Oral History' at Penang, Malaysia from May 8th-11th, 1978, and the General Conference of South Asian Regional Branch of the International Council on Archives (SARBICA), on May 12th-13th, 1978. He also attended the 16th Annual Conference of the Institute of Historical Studies held under the auspices of Dibrugarh University from October 25th-28th, 1978 and the "Seminar on Indo-Portuguese History" held at Panaji (Goa) from November 27th-30th, 1978 under the auspices of the Heras Institute of Indian History and Culture, Bombay.

At the invitation of UNESCO, Shri S.A.I. Firmizi, Deputy Director of Archives, attended a meeting of a Consultative Group at Paris on June 1st-2nd 1978 and succeeded in persuading the Group to include"Archives Administration" in the title of the UNESCO periodical, as Archives constitutes an important component of the General Information Programme of the UNESCO.

Dr. R.K.Perti, Assistant Director of Archives, participated in the deliberations of the Regional Records Survey Committee of Madhya Pradesh at Bhopal on August 21st-22nd, 1978.

Dr. N.H. Kulkarnee, Assistant Director of Archives attended the annual meetings of the Committee on Archival Development of the International Council on Archives held at Nairobi (Kenya) from October 7th-13th, 1978. Dr. N.H. Kulkarnee and Shri Ranbir Kishore, Assistant Director of Archives also attended the First General Conference of the South and West Asian Regional Branch of the International Council on Archives (SWARBICA) and other allied meetings at Colombo from January 22nd-29th, 1979. Dr. Kulkarnee and Shri Ranbir Kishore were unanimously re-elected as the Secretary-General and Treasurer respectively of SWARBICA.

Shri Ranbir Kishore, Assistant Director of Archives was deputed to Nairobi to attend a seminar and conduct a "Conservation Workshop" organised by Kenya Archives from November 13th to December 25th, 1978.

TOWARDS FREEDOM PROJECT

The project 'Towards Freedom' covering the period 1937-47 is being implemented jointly by the National Archives of India and the Indian Council of Historical Research. The National Archives of India is concerned with the collection of material from all Government records at the Centre as well as in the States at all levels.

During the period under report, further progress was made in the selection of relevant material. Many series of Public Records and Private Papers in the custody of National Archives of India were examined, and in this connection selections were made from the following:

(a)	Home Department (Public, Police, Jail)	1940-45
(b)	Home Political ...	1943-47
(c)	Political Secret ...	1937-39
(d)	Rajputana Residency Records ...	1937-47
(e)	Central India Agency (Judicial), and General Branches and Malwa State Agency	1937-47
(f)	Crown Representative records of Rajputana Residency,	1938-9 and 1942-45
(g)	Jayakar Papers, ...	1942-47
(h)	Miscellaneous Correspondence ...	1937-47
(i)	History of Freedom Movement Papers ...	1937-46
(j)	Rajendra Prasad Papers ...	1940-41
(k)	Haig Collection ...	1937-39
(l)	Linlithgow Papers ...	1937-39

Records in the custody of Central Ministries and State Archives were also examined and selections were made from the records of the following:

(1)	Ministry of External Affairs	1941-44
(2)	Uttar Pradesh State Archives	1937-47
(3)	Madhya Pradesh State Archives	1937-42
(4)	Rajasthan State Archives	1937-47
(5)	Orissa State Archives	1937-48

About 13,467 pages were typed during the period under report.

GUIDE TO THE RECORDS

Compilation of Part III of the "Guide to the Records in the National Archives of India" was continued. Abstract Lists of the following Departments were prepared:

(a)	Foreign Department	...	91 Branches
(b)	Political Department	...	3 Branches

Write-ups on the records series of 110 Branches of Foreign Department (including its predecessor and successor bodies) and 3 Branches of Political Department were also compiled.

MANUAL OF INDIAN ARCHIVES

Report for the period 1978-79: The second meeting of the Advisory Committee on the Manual of Indian Archives was held on 11th April, 1978 at the National Archives of India, New Delhi.

The comments received from members were placed before the Committee and discussed. The preparation of the final draft has since been taken up.

LIBRARY

During the period under review, 603 books were acquired.

'ARCHIVES WEEK'

In order to inform the public in general about the importance of archives the Department organised an "Archives Week" from the 7th to the 13th August, 1978. Apart from an exhibition entitled 'OUR HERITAGE', an 'Open House' was also organised to enable visitors to see record rooms and the preservation and reprography units. About 3,000 persons, including the Vice-Chairman of the Rajya Sabha, the Minister for Education and Social Welfare and other important dignitaries and a large number of students visited the Exhibition and the 'Open House'

In this connection, it has been decided that the National Archives of India as also other State Archives, would celebrate the International Archives Week from 23rd October to 29th October, 1979. Talks on Radio, TV and the screening of a documentary film on National Archives of India are proposed to be arranged.

यह विभाग हिन्दी भाषी राज्यों से अधिकतर हिन्दी में ही पत्र व्यवहार करने का प्रयत्न कर रहा है परन्तु तकनीकी कार्य होने के कारण अधिकतर अंग्रेजी में ही पत्र व्यवहार होता है । 1978-79 के दौरान हिन्दी में 4272 पत्र प्राप्त हुए जिनमें से 1385 पत्रों का हिन्दी में उत्तर दिया गया और 2887 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई क्यों कि वे केवल सूचनार्थ थे । ऐसे ही 1978-79 के दौरान इस विभाग से 350 पत्र हिन्दी में मूलरूप से भेजे गये । 1978-79 के दौरान इस विभाग ने कार्यालय आदेश, परिपत्र अधिसूचनाएँ 134 द्विभाषी रूप में जारी किए। विभाग में प्रयोग होने वाले 154 फार्मों का द्विभाषी रूप में अनुवाद किया ।

संसदीय राजभाषा उप-समिति ने 8 सितम्बर 1978 को राष्ट्रीय अभिलेखागार व जयपुर में 6 नवम्बर 1978 को इस विभाग का निरीक्षण किया ।

यद्यपि इस विभाग में अनुसंधान कार्य ही मुख्य रूप से किया जाता है फिर भी सरकारी कामकाज में हिन्दी का प्रचार और प्रसार नियमित रूप से हो इसके लिए निदेशक महोदय की अध्यक्षता में राजभाषा कार्यान्वयन समिति की बैठकों में राजभाषा नियम 1976 के विषय पर, हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति पर समीक्षा की जाती है । 1978-79 में राजभाषा कार्यान्वयन समिति की 3 बैठकें हुई जिनको मिलाकर अब तक 37 बैठकें हो चुकी हैं। प्रत्येक शाखा से हिन्दी के प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त की जाती है और फिर उसको समेकित करके संस्कृति विभाग को भेजा जाता है। उसी प्रकार हिन्दी शिक्षण योजना से संबंधित अर्द्ध वार्षिक रिपोर्ट संस्कृति विभाग को भेजी जाती है। राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में चतुर्थ श्रेणी को छोड़कर 330 कर्मचारी हैं जिनमें से 190 कर्मचारियों को हिन्दी में प्रवीण स्तर का ज्ञान प्राप्त है और 124 कर्मचारियों को हिन्दी का कार्यसाधक ज्ञान है। केवल 16 कर्मचारी ऐसे हैं जिनको हिन्दी का प्रशिक्षण देना है। इस विभाग में लगभग 80 प्रतिशत से अधिक अधिकारियों/कर्मचारियों को हिन्दी संबंधी ज्ञान है।

राष्ट्रीय अभिलेखागार सन् 1976 की वार्षिक रिपोर्ट का हिन्दी रूपांतर छप कर आ गया है और सभी स्थानों को वितरित कर दिया गया है। राष्ट्रीय अभिलेखागार सन् 1977 की वार्षिक रिपोर्ट का हिन्दी रूपांतर भारत सरकार मुद्रणालय में भेज दिया गया है।

Jaipur Record Centre Jaipur (National Archives of India)

Administration: The Record Centre is headed by the Assistant Director of Archives and to facilitate smooth functioning the work has been divided into four divisions viz. Record Management; Preservation, Reprography and Administration.

Budget: During the period under report provision of Rs.2,99,000 was made on the plan side against which a sum of Rs.2,22,910 was spent. For 1979-80, a budget provision of Rs.3,18,000 has been made on the plan side.

Building: The Record Centre is presently located in a rented building.

Research and Reference: 15 records were requisitioned by the Government agencies.

Reference Media: During the period the descriptive list of records of Tariff Commission, Hindustan Salt Ltd., Jaipur and Salt Commissioner's Office, Jaipur, were prepared. Besides, title list of 441 Census reports acquired from Census Department, Government of India, Jaipur, was also completed.

Record Management: Besides completing arrangement of 3,839 files of the Tariff Commission, the Record Centre acquired and also arranged 1482 files of Salt Commissioner's Office, Jaipur (1908-1969) and 1049 files of M/s Hindustan Salt Ltd. Jaipur (1939-69). The arrangement of 28,201 files acquired from Controller of Insurance, Simla (1874-1974) was continued.

To assess the records of the erstwhile states presently lying with the office of the Accountant General, Jaipur, and with a view to their final transfer to the Record Centre, a team of Department Officers xxxx visited the Office of the Accountant General, Jaipur, to inspect their record holdings.

Preservation of Records: During the period under review the following work regarding preservation was attended to:

Flattening	478611	Sheets
Removal of patches	617	"
Ordinary repairs	12381	"
Full Pasting	2495	"
Gathering/Guarding	35378	"
Tissue Repair	158	"
Stitching	562	Files
Stitching of Juges	1401	Gathers
Paste-Sares CMC	324	Mardays
Binding	97	Volumes and 29 Books
Hand Lamination	519	Sheets.

Photo-Duplication: Only recently a microfilm Camera was installed at the record Centre, as such, no work in this regard could be taken up during the period under review.

Library: Efforts are being made to establish a small library to cater to the needs of research scholars.

National Archives of India, Bhopal

Administration: The Regional Office of the National Archives of India is headed by the Keeper of Records. At present it comprises a Record Section dealing with records management, research, publicity, library and arrangement of records in the custody of this office, and a Preservation Section dealing with general preservation of records by scientific methods.

Budget: During 1978-79 a sum of Rs.2,33,339 was spent out of the budget provision of Rs.2,90,000 on the non-plan side and a sum of Rs.77,647.55 was spent out of the budget provision of Rs.87,000 on the plan side. For 1979-80 a sum of Rs.3,01,000 is provided on the non-plan side, while a sum of Rs.1,19,000 is provided on the plan side.

Building: The Regional Office, National Archives of India, Bhopal has its own building.

Record Management: A total number of 6,254 files of Government of India; Home Department were examined and arranged chronologically. No retention schedule is being followed while reviewing the records.

Research and Reference: During the period, two scholars availed themselves of the research facilities. 5 records by Government agencies and 118 records by research scholars were requisitioned. 5 queries on records from private agencies were also attended to.

Publications: During the period under report work on Volume V of the Descriptive Lists of Mutiny Papers having been completed, the typescript was forwarded to the National Archives of India for their scrutiny and approval, while work on Volumes VI, VII and VIII was continued.

Reference Media: Besides completing the subject listing listing of 3,608 files of various Departments of Government of India, Check List of 2,646 files of various branches of Home Department was also prepared and the same were arranged chronologically.

Preservation of Records: During the period, 44,698 sheets and 35 maps were flattened and 17,603 sheets were repaired with tissue paper, chiffon and acetate foil. Besides, 3 maps were repaired with chiffon and 40,217 sheets were guarded, 245 volumes, 154 maps, 15 registers and 19 file pads were bound, and 1,191 volumes and 394 bundles were fumigated.

Photo-Duplication: The Department does not have a Microfilming Unit.

Other significant developments since the close of Financial Year.

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Distinguished members of the Commission would be happy to learn that the foundation stone of the National Archives of India Annexe was laid by Dr. Karan Singh, Union Minister for Education, Social Welfare and Culture on 27th September, 1979 and on the occasion "Guide to the Records in the National Archives of India Part III (1756-1954)" was also released.

On the recommendation of the U.P.S.C. the Department of Culture, Government of India, appointed Shri S.A.I.Tirmizi as Director of Archives. Shri Tirmizi took over charge from Dr.S.N.Prasad on 1st October, 1979.

National Archives of India has opened an archival cell at Bhubaneswar for survey of private papers of historical importance.

The Government of India has sanctioned 18 posts for the National Archives of India Record Centre, Pondicherry which started functioning w.e.f. 1st January, 1979.

International Archives Week: As per the recommendations of the Executive Committee of the International Council on Archives and also in pursuance of Resolution No. V passed at the 30th meeting of National Committee of Archivists the Department celebrated the International Archives Week from 23rd-29th October, 1979. The Week was inaugurated by Justice M. Hidyatullah, Vice-President of India and a commemorative postage stamp was released on the occasion. An exhibition entitled 'Archives and the Child'

displaying original documents and photographs was also organised. Inaugurated by Smt. Rashida Haque Chowdhury, Minister of State for Education, the exhibition was visited by over 3,000 people. On this occasion two publications viz., 'Archives in India' and 'Guide to the Microfilms from abroad' were brought out.

Another exhibition entitled "Sarojini Naidu - Poet and Patriot" was organised by the department in connection with the Sarojini Naidu birth Centenary Year celebrations. On the occasion, a symposium on 'Sarojini Naidu Facets of her Personality' was also organised.

Committees and Conferences: Dr. S.N. Prasad, Director, National Archives of India attended the meeting of the Bureau of the International Council on Archives held at London from 2nd-8th April, 1979.

(ii) Dr. N.H.Kulkarnee, Assistant Director, National Archives of India was invited to attend a 'Consultation on Development of a Record and Archives Management Programme' in Paris, sponsored by UNESCO from 14th-16th May, 1979.

(iii) Dr. S.N.Prasad, Director, National Archives of India, and Dr. N.H.Kulkarnee, Assistant Director, National Archives of India attended a seminar on "Strategies for Archival Development in the Third World" organised jointly by the German Commission for UNESCO and International Council on Archives held in West Berlin from 11th-16th June, 1979.

(iv) Shri S.A.I.Tirmizi then Deputy Director of Archives and Dr. N.H. Kulkarnee, Assistant Director of Archives attended a meeting of the Co-ordination Committee of the "Guide to the Sources on the History of Nations" held at Kuala Lampur from 2nd-6th July, 1979. Shri Tirmizi, was elected Vice-Chairman of the Bureau for the Planning Meeting of the "Guide to the Sources on History of Asia".

(v) Shri S.A.I.Tirmizi, Director of Archives, attended the meeting of experts on 'Harmonization of Archival Training Techniques' sponsored by UNESCO from 26th-30th November, 1979 held at Paris. Shri Tirmizi was elected Chairman of the Committee and at his instance the Committee agreed to recommend the reinforcing and upgrading of the Archival Training Institute at New Delhi as a Regional Training Centre for South Asia. As a follow up measure Dr. Frank Evans, Programme Specialist from the UNESCO visited the Department in February, 1980.

(vi) The Executive Committee of the International Council on Archives Co-opted Shri S.A.I.Tirmizi the Director of Archives as one of its members for 1980.

(vii) Dr. Joseph Kanyar, Director, Somogy County Archives, Hungary also visited the National Archives of India in February, 1980.under the Indo-Hungarian Cultural Exchange Programme

(viii) Under Indo-F.R.G. Cultural Exchange Programme Dr. R.K. Perti, Assistant Director of Archives visited the Federal Republic of Germany for two weeks in September, 1979.

2.2 ANDHRA PRADESH

2.2.1 Administration: Shri M.V.S. Prasada Rau, I.A.S. succeeded Shri S. Venkatarmaiah I.A.S. as Director of State Archives, Andhra Pradesh, on 12th April, 1978. He was assisted by 3 Assistant Directors and a Research Officer. The latter continued to attend to the work of cataloguing of Mughal and Asaf Jahi Records. The present strength of the Department is 6 Gazetted posts; 70 non-gazetted technical posts and 109 non-gazetted non-technical posts.

Proposal for creation of 3 non-gazetted posts viz., one Mender, one L.D. Typist and one Attender for the Regional Office at Tirupati was renewed, and it is under consideration of the Government.

2.2.2 Budget: During 1978-79 a sum of Rs.14,29,800 was spent out of the budget provision of Rs.14,74,600 on the non-plan side. On the plan side a sum of Rs.1,77,200 was spent out of the provision of Rs.2,00,000. For 1979-80 a sum of Rs.15,13,300 has been provided on the non-plan side, and a sum of Rs.1,00,000 on the plan side.

2.2.3 Building: The Andhra Pradesh State Archives has a building of its own. A site has also been allotted in the Sri Venkateshwara University Campus, Tirupati, for construction of the new building for the Regional Office.

2.2.4 Record Management: Records of the erstwhile Government of Hyderabad relating to the Home Department were examined. However no retention schedule was followed while reviewing the records.

2.2.5 Research and Reference: During the period 98 scholars availed themselves of the research facilities, 13,002 records were requisitioned by Government agencies and 3,881 by research scholars. 2,509 queries on records from private agencies/ individuals were attended to.

2.2.6 Reference Media: During the period under report, work regarding accession of the following collections was continued, Salar Jung Collection; Hazrat Khwaja Banda Nawaz Collection, Ghias Siddiqui Collection and Hussain Ali Khan Collection. Besides, the accession work regarding Collections of Mir Allauddin Hussain and Hussain-al-Yafai was also undertaken. The work regarding preparation of Calendar of the family and private collections and compilation of a descriptive catalogue of Mughal Archives pertaining to the reign of Shahjahan (1628-1658) was also continued. In this connection work on volume II and IV was completed and these are likely to be sent to the press soon while work on Volume III is in progress. The work regarding preparation of Catalogue of Emperor Aurangzeb's documents was also continued and work on Volume I is nearing completion. Besides, work regarding preparation of summary inventory of the "Retain Disposals of

Chittor District" was taken up by the staff of Regional Office, Tirupati. The work regarding preparation of guides to Kurnool district Records was also continued and in this connection so far 13 volumes consisting of 1858 letters covering 6,810 pages were indexed.

2.2.7 Publication Programme: Under this programme the work regarding preparation of catalogues of microfilm copies of Mackenzie and Brown Collections was attended to, and in this connection 2,137 folios of the microfilm copies were verified to complete the catalogue. Also during the period, three monographs viz., 'Gooty Kesava Pillai', 'The Social Sciences of Archives-Keeping' and 'Nawab Imad-ul-Mulk were printed while two monographs viz., 'Industrial Finances in former Hyderabad State' and 'Administration of Justice under the Nizams' are under print. Besides, Volume VI No.I of the bi-annual journal 'Itihasa' was also published.

2.2.8 Photo-Duplication: The Andhra Pradesh State Archives, Hyderabad, has its own microfilm unit. During the period under report, 9,016 frames of microfilm negatives, 21,450 microfilm positives, 334 copies of microfilm enlargements and 204 photo enlargements of different sizes were prepared and supplied to the research scholars.

2.2.9 Preservation of Records: During the period under report 91,749 sheets were repaired with tissue paper and chiffon (including 67,918 sheets which were given minor repair). 25,951 sheets were guarded, while 783 documents were bound. 798 books and 8,096 files and Government orders were stitched.

2.2.10 Library: During the period under review, 815 books were acquired.

2.2.11 Other Activities: The Andhra Pradesh State Archives participated in the Exhibition organized on the occasion of the 46th Session of the Indian Historical Records Commission held at Aurangabad in January, 1979. The Director of State Archives, Shri M.V.S. Prasada Rau attended the Sixteenth and Seventeenth Conferences of the Institute of Historical Studies held in Dibrugarh (October 1978) and Gangtok (May 1979), respectively. He also attended the meetings of the Andhra Pradesh History Congress and the Indian History Congress held at Vijayawada (August 1978) and Hyderabad (December 1978), respectively.

Eleven trainees from the State Archives were also admitted to the Correspondence Course introduced by the Institute of Archival Training, National Archives of India.

2.3 BIHAR

2.3.1 Administration: The Bihar State Archives headed by a full time Director of Archives, continued to function as an attached office under the administrative control of the Cabinet Secretariat and Coordination Department. Inspection and advice for better preservation and upkeep of Divisional and District record rooms is also attended to by the Director of Archives as per his notified duties. Apart from the two record repositories in Patna (Main Secretariat Repository and New Secretariat Repository), there are two regional archives centres under the Directorate, viz: (1) Maharajadhiraj Rameshwar Singh (State Regional) Archives, Darbhanga and (2) Regional Archives, Ranchi.

To run the newly established, Maharajadhiraj-Rameshwar Singh Archives an allocation of Rs. One lakh was made for the financial year 1978-79.

Under the tribal sub-plan the proposal for setting up of a Regional Archives centre in Chotanagpur with head-quarters at Ranchi also materialised and four new posts were sanctioned in this behalf. Similarly sanction for the seven newly create posts in the Preservation and Rehabilitation Unit were extended for another one year.

As reported last year, for effective functioning and coordination of the various activities in the working sections of the Archives Directorate, a proposal for the creation of four supervisory Gazetted Posts, viz., three Assistant Directors and one Reprographist, was submitted to the

Government and of these one post of Reprographist has been since sanctioned under plan proposals for 1979-80, while other posts still await the sanction of the State Government.

2.3.2 Budget: During the period under review a sum of Rs.2,90,841 was spent out of the total provision of Rs.3,16,300 on the non-plan side, and on the plan side a sum of Rs.1,30,707 was spent out of the provision of Rs.2,25,000. For 1979-80 a sum of Rs.2,25,000 is made on the plan side and a sum of Rs.5,93,500 on the non-plan side, which also includes the provision for the Committed Schemes of Fifth Five Year Plan.

2.3.3 Building: At present the non current historical records and current and semi current Secretariat Records are housed in two record repositories situated in the main Secretariat Building and the new Secretariat Building. [illegible] for the construction of a separate Archives Building. Steps have been taken to procure additional space for the State Archives and in this connection in the newly built third Secretariat Campus, a separate floor space of some 8,000 Sq. Ft. is likely to be arranged for the use of the State Archives. Besides, the efforts are being made for the construction of a separate building for the Archives office.

2.3.4 Record Management: During the period 4,000 files of the various Secretariat Departments, including 600 files of Labour Department, were appraised, as also the programme of appraisal and weeding of records in Dhanbad Record Room was

carried out by an Archivist assisted by a Research Assistant and approximately 8-10 per cent of these records were marked for retention. Besides, more than 2,000 bundles were examined and 2139 old files of Labour Department (1912-49), Industries Department (1922-1937), Law Department (1859-1929), and Jail Department (1859-1951), were rehabilitated and arranged on proper lines.

While appraising Secretariat Departmental records, the 'Secretariat Instructions' are followed, and in the case of Divisional and District records the guidelines laid down in the Bihar Records Manual are adhered to. Overall, the guidelines issued by the Government of India form the basis of such appraisal. As regards preparation of a records retention schedule on the model of the Central Government (Administrative Reforms Branch) the Director of Archives has recommended to the Organisation and Methods branch (Personnel Department) of the State Administration to undertake this task as early as possible.

2.3.5 Research and Reference: During the period 35 themselves scholars availed of the research facilities. 835 records were requisitioned by Government agencies and 1158 by scholars and 184 queries on records from private agencies/individuals were attended to.

2.3.6 Reference Media: The work regarding preparation of a press-list of files of the Home (Previously known Political Special) Department is nearing completion.

2.3.7 Publication Programme: Editing of the Patna Commissioner's Double-lock records is in progress, while the Patna Commissioner's records series (Monthly Bundles) Volume I is under revision.

2.3.8 Preservation of Records: During the period under review 3,300 sheets were flattened, 3,250 sheets were repaired with tissue paper, about 13,898 sheets were guarded, stitched and pasted and 2,130 sheets were bound.

2.3.9 Photo-Duplication: During the period 600 pages were Xeroxed.

2.3.10 Library: During the period under report 45 books were added and to run the Archives Library efficiently, two new posts, a Librarian and a Library Attendant were created.

2.3.11 Other Activities: The Director of Archives attended the Indian History Congress Session at Hyderabad in December, 1978 and participated in the deliberations there. The Director, also attended the Indian Historical Records Commission Session held at Aurangabad (Maharashtra) in the month of January, 1979 and the State Archives took part in the exhibition of historical records held on the occasion.

2.4 D E L H I

2.4.1 Administration: The Education Secretary is the Ex-Officio Director of Archives and he is assisted by a staff of 27 for discharging the duties.

2.4.2 Budget: During 1978-79 a sum of Rs.50,600 was spent out of the budget provision of Rs.51,000 on the non-plan side and a sum of Rs.3,14,600 was spent out of the provision of Rs.3,50,000 on the plan side. There was a provision of Rs.5 lakhs in the Budget Estimate for 1978-79 for capital works. Since the work of construction of building was not taken up during this year, there was no expenditure on this account.

For 1979-80 a sum of Rs.3,63,000 has been allocated on the non-plan side and a sum of Rs.1,00,000 on the plan side. A sum of Rs.9 lakhs has been provided in the Budget Estimate for 1979-80 for capital works.

2.4.3 Building: The Department is functioning at the Secretariat Complex at 5, Sham Nath Marg, Delhi. There is a proposal to construct a new building for the Archives for which a plot has already been purchased. The plans/designs of the proposed building are however presently being revised and it is hoped that the construction of the building will be taken up during the current financial year.

2.4.4 Record-Management: The work of appraisal of records could not be taken up during the period under report. The retention schedule framed by the Government of India is, however, being followed in this Administration. A large number of Offices/Departments have also framed separate retention schedules in respect of their records which were considered to be of un-common nature, and were not covered under the retention schedules framed by the Government of India.

.4.5 Research and Reference: During 1978-79, 6 scholars availed of the research facilities. 200 records were requisitioned by the Government agencies and 750 by research scholars. 2 queries on records from private agencies were also attended to.

.4.6 Reference Media: During the period under review indices of the series of records of the Office of the former Chief Commissioner Delhi Province of the period 1941-50 relating to the following Departments were prepared:
(i) Local Self Government (ii) Finance (iii) Emergency Commission (iv) Record and Routine/Accounts and Establishment (v) Civil Supplies (vi) Press and Passport (vii) Health and Public Works (viii) Excise (ix) Arms (x) Power (xi) Relief and Rehabilitation (xii) War (xiii) Stamps (xiv) Advisory Council (xv) General Administration and Revenue/Revenue and Judicial and (xvi) Planning and Development.

2.4.7 Publication Programmes: No publication programme was undertaken during the period.

2.4.8 Preservation of Records: During the period, 500 records were flattened, 3503 records were repaired with tissue paper, chiffon, and acetate foil and 3500 volumes were guarded and 200 volumes were bound.

2.4.9 Photo-Duplication: A photostat machine and a few microfilm readers have been provided in the unit for the present and about 13,500 copies were made during the period under report. There is a proposal to purchase a microfilm camera also.

2.4.10 Library: During the period under report 390 books were acquired. There is a provision for setting up a separate Library in the Department after the new building comes up.

2.4.11 Other Activities: To arouse consciousness in the general public to preserve their records properly, an exhibition was organised by the Department in August, 1978 which received wide publicity and appreciation from the press and public. To promote the measure further, the Department issued several appeals through the Chief Executive Councillor in the press and arranged for wall

posters, cinema slides and a Radio talk by the Director of Education, the ex-officio Director of Archives. During the period under review, a meeting of the Regional Records Survey Committee was also held which recommended various measures to improve the general condition of records in the Administration.

2.5 GOA

2.5.1 Administration: There was no change in the administrative set up of the Directorate of Historical Archives and Archaeology (Museum) of Goa during the period under review. However, under the Sixth Five Year Plan new proposal for expansion of the Department of Archives, Archaeology and Museum was submitted to Government which was approved and is being presently implemented.

2.5.2 Budget: During the period under review a sum of Rs.3,45,000 was spent out of the budget provision of Rs.3,82,000 on the non-plan side, and a sum of Rs.4,20,000 (approximately) was spent out of the budget allocation of Rs.9,75,000 on the plan side. The expenditure shown on plan side is approximate as it forms part of combined scheme for development of Archives, Archaeology and Museum. A sum of Rs.3,27,000 was spent out of the budget provision of Rs.4,25,000 during 1978-79 towards the construction of a new building of the Archives Section. An additional provision of Rs.3,50,000 has also been made on the plan side in this regard. For the year 1979-80 a sum of Rs.11,90,000 has been provided on the non-plan side and a sum of Rs.4,00,000 on the plan side.

2.5.3 Building: The Directorate at present has its own building, but due to paucity of space Government has decided to maintain the Archives section and Archaeology section in two different buildings. The new building of the Archives section is being constructed in two phases. While the

construction under Phase I, comprising of stack rooms and preservation unit has been since completed and made ready for occupation, it is proposed that during 1979-80, the construction work under Phase II comprising library, Seminar and Conference Halls and the administrative block will be undertaken.

2.5.4 Record Management: During the period, about 225 bundles of "Ouvidoria Geral and Intendencia da Pondya" and 99 files of different titles such as 'Estrangeiros', "Consules" and of Daman, were examined and rearranged. Almost all papers were marked for retention. While reviewing the records, a regular retention schedule is followed.

2.5.5 Research and Reference: Twenty five scholars availed themselves of the research facilities in the Archives and during the period 4 files of records by various Government agencies and 1573 record books by research scholars were requisitioned. Besides, nearly 1119 queries on records and 9 queries concerning freedom fighters who had participated in the Freedom Movement in Goa were attended to.

2.5.6 Reference Media: About 1215 volumes of different titles, such as 'Alfandegas', 'Cofra,' 'Secretaria Geral', 'Documentos para viagem' and 'passaporte para-o-estrongeiro' were listed. Besides, 127 files of 'Ouvidoria Geral', 996 volumes of Fazenda and of Daman pertaining to 'assentamontos' 'cesamentos' and 'nasoimentos', 69 volumes of different titles and 303 books carrying different titles

were also listed. In addition, reference books like 'Roteiro' and 'Guide' to collections of records from Goa Archives have already been published.

2.5.7 Publication Programme: During the period, the transcribing work of Volume III of 'Assentos de Conselho de Fazenda' was undertaken with a view to publish it. Besides, the work on another project regarding selection of documents on 'Savantwadi Saunsthanehya Itihasachi Sadhane' and also regarding Publication of 'Quarterly Newsletter' was continued.

2.5.8 Preservation of Records: With a view to make them ready for necessary repairs about 5,620 folios of manuscript volumes, rare reference books and loose Modi documents were flattened.

Besides, minor tissue-paper repairs done to many sheets, about 5,022 sheets from manuscript volumes were reinforced fully with tissue paper, 52 loose documents were repaired with Chiffon and 2211 folios from manuscript books were guarded before binding.

2.5.9 Photo-Duplication: The State Archives has its own reprographic section, complete with a microfilm camera, etc. and during the period, about 3,073 frames of negative microfilms from different volumes of Moneoes do Reino, etc., were prepared. Also about 966 photoprints were prepared during the period.

2.5.10 Library: During the period about 288 reference books and 83 periodicals were acquired. Besides, a development programme for library is also being worked out.

2.5.11 Other Activities: In November, 1978, an International Seminar of Indo-Portuguese History was held at Panaji-Goa, which was co-sponsored by the Government of Goa, Daman and Diu. Many well known learned scholars from Europe and America participated in the Seminar. During the Seminar an exhibition of the old documents of the Archives, was also arranged. Different types of important and rare documents and seals were exhibited in the exhibition.

2.6 GUJARAT

2.6.1 Administration: The department of Gujarat State Archives has at present under its control two record offices at Vadodara and Rajkot. The present strength of the staff at the headquarters (Ahmedabad) is 23 and that of the Record Offices of ~~Vadodara~~ Vadodara and Rajkot is 15 and 16 each respectively.

2.6.2 Budget: During the period under review a sum of Rs.2,94,150 was spent out of the budget provision of Rs.3,30,000 on the non-plan side, while on the plan side a sum of Rs.1,32,289 was spent out of the budget provision of Rs. 1,50,000. For 1979-80 a sum of Rs.4,05,000 has been provided on the non-plan side and a sum of Rs.1,80,000 on the plan side.

2.6.3 Building: The Government of Gujarat has agreed in principle to build a separate building for the archives at Gandhinagar and for this an administrative sanction of Rs.33 lakhs ~~xxxxx~~ has been accorded. The Honoureble Chief Minister of Gujarat,Shri Babubhai J.Patel laid the foundation stone for the archives building on the 28th December, 1978. An expenditure of Rs.7.50 lakhs was incurred during the year under report towards construction.

2.6.4 Record Management: During the year, 64519 files pertaining to 23 erstwhile states and Political Agent, Kathiawad, Judicial Agent, Kathiawad and Political Agency were appraised. Besides, 380 files and 1256 Court cases at Baroda office and 368 files of Rajkot Regional Office were appraised. ~~xxx~~ Out of these ~~xxxxx~~ 6%, 27% and 13% respectively were marked for retention.

2.6.5 Research and Reference: During the period under review 11 research scholars availed themselves of the research facilities at the Record Office Vadodara and 3 research scholars availed of the research facilities at the Record Office Rajkot. 100 records were requisitioned by Government agencies, while 615 records were requisitioned by scholars. Besides, queries received from 50 scholars were attended to.

2.6.6 Reference Media: Work regarding preparation of descriptive lists of records under the custody of the Vadodara branch has been taken up. During the period under review, 48 ferist registers and 7025 files were descriptively listed.

2.6.7 Publication Programme: Since the Department is in its initial stages of development, it is not possible to undertake publication work at this stage.

2.6.8 Preservation of Records: At the Vadodara office, 175 records were flattened, 200 records were repaired with tissue paper and acetate foil and 100 records were guarded. 540 books at Ahmedabad, 101 at Vadodara and 73 at Rajkot, were bound. 2756 files at Vadodara and 2228 files at Rajkot received minor repairs.

2.6.9 Photo-Duplication: No work in this regard was undertaken during the period under review.

2.6.10 Library: Collection of books of archival importance from different districts and taluka offices was continued and during the period under report 114 books were acquired by the Gujarat State Archives. The total number collected so far is 17,360. The work is being intensified.

2.6.11 Other Activities: The Director of Gujarat State Archives, Ahmedabad and Superintendent, Gujarat State Archives attended the meeting of Junagadh District Record Survey Committee which was held on 29th June, 1978 under the Chairmanship of the Collector, Junagadh District. The Superintendent, Record Office Vadodara, attended the District Record Survey Committee meeting of Panchmahal District at Godhara on 5th August, 1978. He also attended the meetings of District Record Survey Committee of Vadodara and Bharuch on 22nd June,1979 and 24th June,1979 respectively.

Shri C.B.Pandya, Superintendent, Gujarat State Archives, Ahmedabad attended the 46th Session of the Indian Historical Records Commission, and also the meeting of National Committee of Archivists held on the occasion at Aurangabad.

As part of the programme of celebration of Archives Week a "RUPAK" was broadcast on 10th August 1978 by the All-India Radio, Ahmedabad in which Shri C.M. Atri, Shri C.B.Pandya, Director and Superintendent, Gujarat State Archives and Dr. F.R.Sareen, Archivist, National Archives of India, New Delhi took part.

Shri R.V.Soni, Superintendent Record Office, Rajkot was deputed to the National Archives of India, New Delhi, for One-Year Diploma Course in Archives-Keeping. The Research Assistants at the headquarters and the regional offices at Vadodara and Rajkot were given training in appraisal, weeding, classification, preparation of retention schedule, etc., from the 1st May to the 6th May, 1978.

2.7 HARYANA

2.7.1 Administration: There was no change in the administrative set up during 1978-79. The Department has proposed to the Government to continue the plan schemes which were taken up last year, viz. Administration of Records, Maps and Research facilities, Record Management and Regional Repository, Summary of Records, Compilation of Reference Media and Hand Books, Development of Archival Library, Preservation of Records, Microfilming and Reprography and Oral History Programme etc.

2.7.2 Budget: During 1978-79, a sum of Rs.1,04,000 was spent out of a non-plan budget provision of Rs.1,09,000 and a sum of Rs.2,25,000 was spent on the plan side from a budget provision of Rs.3,58,000. For 1979-80 a provision of Rs.1,11,000 has been made on non-plan side and Rs. 4,00,000 on the plan side.

2.7.3 Building: The Archives is located in a rented building.

2.7.4 Record Management: The records pertaining the Haryana Civil Secretariat Education Department and Housing Department for 1971-75 were examined. 0.12 per cent papers were marked for retention and 99.88 per cent for weeding. Paragraph 52 of the Punjab Civil Secretariat Instructions is followed while reviewing papers.

2.7.5 Research and Reference: 16 research scholars availed themselves of research facilities in the State Archives and 250 files and 200 books were requisitioned by them.

2.7.6 Reference Media: Subject List of 12,000 files pertaining to Hissar Division and Principal matters of 1855-99 has been prepared.

2.7.7 Preservation of Records: 120 bundles of Hissar Division records were flattened and 100 books, 100 proceedings volumes and 10 registers were bound.

2.7.8 Photo Duplication: The Department proposes to acquire a microfilm camera during the current year.

2.7.9 Library: 5540 books were acquired. Besides, a sum of Rs.14,000 was sanctioned for the development of departmental library.

2.7.10 Other Important Activities: (i) The Department recorded evidences of 55 freedom fighters and collected bio-data of 126 INA personnel of Haryana; (ii) In connection with the celebrations of 'Archives Week', an exhibition of documents was organised at Jind, Bhiwani, Narnaul and Faridabad from 7th to 13th August,1978. The department also participated in the exhibition organised on the occasion of the 46th Session of the Indian Historical Records Commission at Aurangabad; (iii) Radio talk on Archives by the Deputy Director of Archives was broadcast on 10th August,1978.

2.8 JAMMU & KASHMIR

2.8.1 Administration: The State Archives Department maintains the Archives Repositories of (1) State Archives Repository, Srinagar (2) State Archives Repository, Jammu and (3) State Archives Repository Leh, and a separate Wing of the National Register of Records.

The Department is under the Administrative control of the Education Department. Proposals regarding development of Archives were submitted to the Government.

The posts of Surveyors have been created by the State Governments for survey and acquisition work, one each for Jammu, Srinagar and Ladakh.

2.8.2 Budget: During 1978-79, a sum of Rs.2,83,170 was sanctioned under non-plan and Rs.44,000 on plan side and the amount was fully utilised. For 1979-80, a budget provision of Rs.3,81,000 was made on non-plan side and Rs.47,000 on plan side.

2.8.3 Building: The Directorate office and State Archives at Srinagar and Jammu are housed in Government buildings.

2.8.4 Record Management: Necessary technical guidance is given to all Government offices and public institutions regarding scientific preservation and maintenance of files, books, manuscripts etc. During the period under report records housed in the repositories were checked and examined according

to Standing rules for maintenance of records. A fresh retention schedule is under consideration of the State Government.

2.8.5 Research and Reference: 220 research scholars availed themselves of research facilities provided by the department and 11,631 books, reports, gazettes and files were shown to them. 80 records were requisitioned by the Gove-rnment agencies. 501 private agencies/individuals were attended to and copies of documents supplied to some of them.

2.8.6 Reference Media: Lists of various series of records such as Education, General Planning, Revenue, Home and Fisheries etc. were being prepared.

2.8.7 Preservation of Records: Two menders, trained in repair and rehabilitation of records at the National Archives of India, New Delhi are looking after the work of preservation of records. During the period under report 10,000 files and 2,356 documents were flattened. 992 papers were repaired with tissue paper and acetate foil, 150 books were guarded and 500 files, 600 book lists, gazettes and 150 manuscripts were bound.

2.8.8 Library: During the period under report 565 books were acquired.

2.9 KARNATAKA

2.9.1 Administration: The Karnataka State Archives is headed by a Director who is in over-all charge of the Department. The Department at present comprises of the following section: (1) Administration, (2) Historical Records, (3) Regional Committee for Survey of Historical Records, (4) General Records, (5) Library and Spare Copy, (6) Reprography (7) Indexing of Secretariat Departmental records, and (8) Bindery.

There are proposals to set up a full-fledged micro-film unit and to activate the Regional Survey work.

2.9.2 Budget: During 1978-79 a sum of Rs.2.60 lakhs was spent on the non-plan side out of the budget provision of Rs. 3.91 lakhs. On the plan side a sum of Rs.2.90 lakhs was spent out of the budget provision of Rs.5 lakhs. For 1979-80 a sum of Rs. 7.14 lakhs has been provided on the non-plan side while a provision of Rs. 3 lakhs has been made on plan side.

2.9.3 Building: A proposal regarding construction of a separate building for the State Archives is under consideration.

2.9.4 Record Management: Records of Karnataka Government Secretariat were examined, 4.5% of which were marked for retention and the remaining for weeding. The retention schedule prescribed in the Hand Book of Office Procedure of Secretariat Manual is being followed while reviewing the records.

2.9.5 Research and Reference : During the year 1978-79, 23 research scholars, (including foreign scholars) consulted the records of the State Archives. 35,890 requisitions by Government Agencies and 13,368 by research scholars were attended to and 11,909 records were supplied to individuals.

2.9.6 Reference Media : To facilitate research work, the classification and preparation of catalogue of records of historical value have been taken up. About 30 Persian documents were chronologically listed under this programme during the period under review.

2.9.7 Publication Programme : "Catalogue of Records" volume I and II pertaining to the proceedings of the Government of Mysore from 1834 to 1961 and the Residency Files of Civil and Military Station (1881 to 1947) Bangalore, respectively have been published. Besides, material for Volume III of catalogue of records, comprising Agriculture department files of Government Secretariat covering the period 1837 to 1943 and Volume IV pertaining to Home Department files has been compiled for publication.

The project of publication of 'Karnataka letters' and the publication of unpublished historical documents entitled "Fort St. George letters" to the Court of Directors, London 1791-92 also made progress.

2.9.8 Preservation of Records : During the period 20 books were repaired with tissue paper and acetate foil and 144 books were bound.

2.9.9 Photo Duplication : The State Archives has a Micro-filming Unit of its own.

2.9.10 Library : During the period under review, 55 books were purchased and added to the Library at an approximate cost of Rs.1,990/- There is a proposal to acquire back-numbers of important historical periodicals, journals, rare books, etc. on various subjects of interest, including Archives.

2.9.11 Other Activities : Publicity through the press, radio broadcasts and exhibition was conducted to create Archival consciousness.

2.10 KERALA

2.10.1 Administration: No change in the administrative set up took place during the period under review.

Staff consisting of one Editorial Assistant, one Assistant Archivist Grade II, one Assistant Grade I and one L.D.Clerk posted to the Cellar of the Public (English Records) Department, Secretariat, from this department listed and varified the non-current Government files to be transferred to this department.

The Junior Editor of this Department attended to the compilation of an 'Archives Manual' which he completed during the year under report. A proposal for the re-organisation of the department is under the active consideration of Government.

2.10.2 Budget: During the period under review a sum of Rs.5,28,000 was spent out of the budget provision of Rs.5,31,600 on the non-plan side and a sum of Rs.48,500 was spent out of the budget provision of Rs.1,00,000 on the plan side. For 1979-80, a sum of Rs.5,72,200 is provided on the non-plan side and a sum of Rs.2,00,000 on the plan side.

2.10.3 Building : The Directorate and its three Regional Archives at present function in Government buildings. However, there is a proposal to construct a modern Archives building in Trivandrum to cope up with the expanding activities of this department.

2.10.4 Record Management: During the period under report 3,000 records of the Huzur Office of the former Princely State of Travancore (1050-1081 M.E) were listed. 500 cadjan records (Ola) of the Neettu records were copied during the period. Copies of the Fort St. George Gazette and Malabar Gazettes of India etc. were examined and verified. In addition, 6,000 Library books were verified and listed. firm retention schedule is presently being formulated.

2.10.5 Research and Reference: During the period, 17 scholars availed themselves of the research facilities 5 records, especially related to land revenue, were requisitioned by Government agencies and 356 records were requisitioned by research scholars. Also, 9 queries from private individuals were attended to and 104 applications from private individuals for certified copies were dealt with.

2.10.6 Reference Media: In order to prepare reference aids physical verification of records has been undertaken. The work is yet to be completed. List of the cadjan records and D.O. letters were prepared.

2.10.7 Publication Programme: Work regarding preparation of the Archives Manual was nearly completed. The quarterly Archives Newsletter continued to be published.

2.10.8 Preservation of Records: During the period under report 225 sheets were flattened, 6336 sheets were repaired with tissue paper and chiffon, 442 sheets were guarded and 2234 sheets were bound.

2.10.9 Photo Duplication: The State Archives has no microfilming unit of its own.

2.10.10 Library: During the period 33 books were acquired.

2.10.11 Other Activities: Exhibition in connection with the 'Archives Week' was organized at Trivandrum, Dr.C.K. Kareem, State Editor of Kerala Gazetteers, also gave a talk over All India Radio in this connection. Besides, during the period one Assistant Superintendent, two Assistant Archivists Grade I, two Menders and one Binder of this department received training in the Tamil Nadu Archives for short durations.

2.11 MADHYA PRADESH

2.11.1 Administration: The sanctioned strength of the Directorate of Archives is 52, of which a number of posts remained unfilled during the period due to paucity of trained staff. The State Archives has two repositories, at Indore and Nagpur, and there is a plan to set up repositories at Raipur and Rewa also to preserve records available there

2.11.2 Budget: During 1978-79 a sum of Rs.14,609.15 was spent out of a budget provision of Rs.30,000 on the non-plan side and on plan side a sum of Rs.2,49,400.56 was spent out of a budget provision of Rs.5,64,000. For 1979-80, a sum of Rs.3,13,000 and Rs.3,21,000, have been provided in the non-plan and plan budget provisions respectively.

2.11.3 Building: The department has no building of its own, and at present the Archives is located in the campus of the Old Secretariat, Bhopal. However, a proposal for construction of a new building on scientific lines is under consideration of the State Government, and a sum of Rs.50,000 has been earmarked towards the same in the budget of 1979-80.

2.11.4 Record Management: Post-1920 records of Mahakoshal region were reviewed and 16% of these were marked for retention and the remaining 84% for weeding. A retention schedule is followed while reviewing papers.

2.11.5 Research Reference: 6 scholars availed themselves of the research facilities and 2 queries on records were attended to from private agencies. Besides, 48 records were requisitioned by the Government agencies and 168 by research scholars.

2.11.6 Reference Media: 6,202 files were listed during the period under review (file details not available).

2.11.7 Publication Programme: A booklet entitled 'Rare Exhibits from Nagpur Repository' was brought out on the eve of the 46th Session of the Indian Historical Records Commission held at Aurangabad in January, 1979. Besides, another booklet "An Introduction to the State Archives, Madhya Pradesh" is under preparation.

2.11.8 Preservation of Records: During 1978-79, 460 sheets were flattened, 443 sheets repaired with tissue paper, 25 with chiffon and 443 with acetate foil. 70 books were guarded and 740 books were bound.

2.11.9 Library: 210 books were acquired during the period under review. The present library is being organised as a research and reference library headed by a Chief Librarian. Besides, similar libraries are proposed to be set up at other repository centres.

2.11.10 Other Activities: The survey of pre-1947 records in the state is in progress since 1976 and thousands of files have been located at district level, preserved in various collectorates, particularly at Satna and Rajgarh districts.

(ii) A guide to the records available in the Nagpur record room is being prepared.

2.12 MAHARASHTRA

2.12.1 Administration: The Department of Archives of Maharashtra has its head office at Bombay and sub-offices at Pune, Kolhapur, Aurangabad and Nagpur. During the period under report, at the headquarters 9 new posts were sanctioned thus raising the present strength to 87. The sub-offices at Pune and Kolhapur are headed by a Superintendents each while the Vidarbha and Marathwada offices are headed by Archivists.

With a view to develop and modernise the State Archives and the sub-offices, a comprehensive scheme embracing all facets of record management has been drawn up.

2.12.2 Budget: During the period under report a sum of Rs.12,14,713 was spent against the allotted amount of Rs.11,80,000 on the non-plan side. There was however no provision on the plan side. For 1979-80 a sum of Rs.14,16,000 has been provided on the non-plan side.

2.12.3 Building: Proposal for construction of a new building is under consideration of the State Archives. At present the Archives at Bombay shares the building with the Elphinstone College. Pune and Kolhapur have their own buildings while Marathwada and Vidharba Archives are housed in rented buildings.

2.12.4 Record Management: Primary Weeding of the records is done in the Mantralaya Departments, according to their retention schedules. The Department of Archives is consulted only while weeding the 'A' and 'B' Class records. During the period 5,734 such files were appraised by the Department of Archives and of them 754 files were marked for permanent retention. Besides, 2,491 files were received from various Departments for custody. An extensive Survey of non-current records housed in various government offices in Pune and Sholapur was also undertaken.

2.12.5 Research and Reference: During the period 25 scholars availed themselves of the research facilities provided by the Department. While 1,583 records were requisitioned by Government agencies, 1,242 records were requisitioned by scholars and about 356 queries on records were attended to.

2.12.6 Reference Media: At Bombay Archives during the period under review, 144 diaries of public department and 77 rumals from Chandwad Daftar were catalogued. A catalogue of 1,000 Maps was published. In addition indices to those English Records of which no reference tools were available were prepared.

2.12.7 Publication Programme: During the period the following works were printed: (i) Catalogue of Papers relating to Rajarshi Sahu Maharaj 1882-1904, Volume I (ii) Catalogue of Papers Selected for further Research (Pune Archives) Volume I (iii) Descriptive Modi Documents (iv) Maps of India (v) Hot Springs in Bombay Presidency (vi) Aurangabad - Queen of Deccan and (vii) Hand book of Bombay Archives. (viii) Bulletin of the Department of Archives No.12 (ix) Emblems and Matters of Former Native States (x) Catalogue of Maps in Bombay (Part I) (xi) Selections from Peshwa Daftar - Hindi sources (xii) Maharashtra Archives at a glance.

In addition, the following publication programme has been taken in hand (i) Dickinson's Report on Forts in North Konkan (ii) Shivaji Movement (1895-1926) (iii) Correspondence regarding Boyce's Telegraph System (iv) Further Volumes of Correspondence of Rajarshi Shahu Chhatrapati of Kolhapur (v) Papers relative to Shri Mahalaxmi temple of Kolhapur and (vi) Chitnishi Daftar, Pune Archives.

Besides, the above mentioned programme the publication of Departmental Bulletin containing research papers and original source material selected from records will also continue.

2.12.8 Preservation of Records: During the period under report at Bombay Archives 3129 records were flattened, 3,324 records were repaired, 629 records were guarded and 658 volumes,

gazettes and newspaper files were bound. At Pune Archives 18,953 documents were mended, 159 volumes and 127 files were bound, while at Kolhapur Archives 2096 volumes were mended and 127 files and books bound.

2.12.9 Photo Duplication: Maharashtra Archives has no 'microfilming unit'.

2.12.10 Library: During the period under review 159 reference books and 1723 Government publications were acquired.

2.12.11 Other Activities: (i) The Director of Archives delivered 5 lectures at the Sessions of the Post Recruitment Training for Mantralaya Staff held during the year (ii) An appeal was issued to the public to hand over old records in their custody for preservation in the State Archives. (iii) To arouse archival consciousness in the people, radio talks were delivered by Dr.B.G.Kunte and Dr. Arun Joshi and articles on Archives were published in local newspapers, 'Navashakti' and 'Ajanta'. (iv) The 46th Session of Indian Historical Records Commission was hosted by the State Archives of Maharashtra under the auspices of the Government of Maharashtra. On this occasion an exhibition of historical documents was also arranged at Aurangabad.

2.13 ORISSA

2.13.1 Administration: There was no change in the administrative set up during 1978-79.

2.13.2 Budget: During 1978-79 a sum of Rs.1,49,087.38 was spent out of a non-plan budget provision of Rs.1,57,000, and a sum of Rs.2,30,177.72 was spent on the plan side out of a budget provision of Rs.2,64,000.

2.13.3 Building: The State Archives has its own building.

2.13.4 Record Management: The department received lists of 'B' and 'C' class papers from all the district and subordinate offices for necessary scrutiny and selection of records to be transferred to the Archives for preservation, and the work is in progress. The Orissa Record Manual, 1964 is followed while reviewing records.

2.13.5 Research and Reference: 103 research scholars availed of the research facilities provided by the Department and 969 volumes and records were requisitioned by them.

2.13.6 Reference Media: Preparation of the descriptive lists of Balasore Revenue Records and subject list of Board of Revenue Records were continued. The preparation of subject lists of Oriental records was also continued. During the period 327 Persian documents were deciphered.

2.13.7 Preservation of Records: 97,668 sheets were flattened, 16,304 sheets were repaired with tissue paper, and 3,847 sheets repaired with acetate foil; 27,053 sheets were guarded and 112 volumes, 225 books and 59 newspaper volumes were bound.

2.13.8 Library: 2,437 books and reports were acquired during the period under report. Besides, a provision of Rs.10,735 was made for the purchase of books, and a sum of Rs. 2,400 was spent on the purchase of a catalogue cabinet and catalogue cards.

2.13.9 Other Important Activities: An exhibition of important records and historical manuscripts was organised on the occasion of 'Archives Week' held from 7th to 13th August, 1978.

2.14 PUNJAB

2.14.1 Administration: Dr. Bakshish Singh Nijjar, Additional Director continued to be the head of the department. Under the scheme 'Publication of Monographs and Microfilming of Records', the posts of Assistant Editor-cum-Compiler and Copy Holder were filled up during this period.

2.14.2 Budget: During 1978-79, on the non-plan side a sum of Rs.3,99,000 was spent out of the provision of Rs.4,05,420 , while on the plan side, a sum of Rs.7,518.30 was spent out of the budget provision of Rs.9,000. For 1979-80, a provision of Rs.4,21,600 has been made on the non-plan side and a sum of Rs.50,000 on the plan side.

2.14.3 Building: During the period no progress could be made for the construction of a new building for Archives at Chandigarh and Punjab State Archives continues to be housed in an old Palace in Baradari Gardens, Patiala, which is also shared by the Department of Archaeology. A part of the State records is also lying in the Patiala Fort.

2.14.4 Record Management: 2,907 records of the erstwhile Patiala State (Revenue Department) were appraised, 30% of these were marked for retention. No retention schedule is being followed while appraising the records.

2.14.5 Research and Reference: 51 scholars availed themselves of the research facilities and about 66 queries from individuals were attended to. Besides, 47 requisitions were made by the Government agencies and 304 files, 216 manuscripts, 1957 books, 26 maps, some issues of news-papers and some volumes of Khalsa Darbar Records were issued to research scholars for reference.

2.14.6 Reference Media: 2225 files of the erstwhile PEPSU Princely States Records were listed and Descriptive lists of 425 documents of Vukla Reports and 108 documents of Ludhiana Agency Records were prepared. Besides 215 manuscripts were catalogued and 4200 books and 369 periodicals were accessioned.

2.14.7 Publication Programme: No publication was brought out during the year under report.

2.14.8 Preservation of Records: During the period under report 3,18,392 sheets were flattened, 1,64,540 sheets were repaired with tissue paper, 1,565 sheets were repaired with acetate foil and 14 documents with chiffon. Besides, 3,587 volumes were bound while 4,51,971 sheets were guarded, 13,472 sheets were full-pasted and 4,207 volumes stitched. Inlays for 41,394 sheets were prepared and 3,070 books/volumes were fumigated.

2.14.9 Photo-duplication: There is no Microfilm Unit in the Department. However, photostat copies of records/documents prepared with the help of Camera/Docustat Printer are supplied on demand 88 Negatives and 88 positives were prepared during the year under report.

2.14.10 Library: Some News-papers, periodicals and Punjab and India Gazettes were acquired during this period.

2.14.11 Other Activities: Under the scheme National Register of Records, certain private individuals and institutions were visited with a view to list the periodicals, records/documents available with them. 12,546 persons visited the Historical Museum set up in a hall of the State Archives building.

2.15 RAJASTHAN

2.15.1 Administration: The Rajasthan State Archives has its headquarters at Bikaner and has five intermediary repositories at Alwar, Jaipur, Jodhpur, Kota and Udaipur. At Bikaner, most of the pre-1900 records of research-value and of permanent nature are centralized, whereas in the five intermediary repositories records of post-1900 period of local administration and reference use are preserved. During the Fifth Five Year Plan period the Department made good progress in the field of conservation and upkeep of records.

To solve the problem of records preservation; to accommodation records of permanent nature in greater bulk and also keeping in view the various recommendations of the Indian Historical Records Commission and record management policy of the Government of India, the Archives Department has worked out a phased programme for the Sixth Five Year Plan. It includes (i) extention/construction of additional stack areas in the existing buildings at Bikaner, Jaipur, Jodhpur, Alwar, Kota and Udaipur and (ii) setting up of atleast three more intermediate repositories at Ajmer, Bharatput and Jaisalmer.

2.15.2 Budget: During the period, on the non-plan side a sum of Rs.7,17,000 was spent against the same amount provided for the Headquarters, whereas a sum of Rs.1,83,000 was spent out of the budget provision of Rs.2,02,000 for the district staff, and a sum of Rs.240 was spent out of the budget provision of Rs.1,000 for the district survey. On the plan side a sum of Rs.9,38,000 was spent out of total allocation of Rs.11,23,000 (Headquarters) for the year 1978-79. For 1979-80

on the non-plan side a sum of Rs.959,000 is provided for the Headquarters, Rs.2,14,000 for the district staff and a sum of Rs.1,000 for district survey. On the plan side a sum of Rs.6,00,000 is made for the headquarters.

2.15.3 Building : The Rajasthan State Archives has a building of its own. The construction of a motor garage, cycle stand and a water hut has been completed. The construction work of an archival laboratory is in progress.

2.15.4 Record Management : Various series of Register records of various states were examined, 80% of which were marked for retention. A regular retention schedule is being followed while reviewing the records.

2.15.5 Research and Reference : During the period under review, 78 scholars availed themselves of the research facilities, 214 records were requisitioned by Government agencies while 1598 records were requisitioned by research scholars and 1132 queries on records from private agencies/individuals were attended to.

2.15.6 Reference Media : Two descriptive lists of Rajasthani documents relating to Jaipur State have been prepared and sent to the press. Six similar lists are under preparation.

2.15.7 Publication Programme : No Publication Programme was undertaken by the Department during the period under report.

2.15.8 Preservation of Records : During the period 6539 documents were flattened and preserved. 11,700 documents were repaired and 16863 were guarded while 728 documents, registers and books were stitched and bound, 3558 documents were hand laminated and 1423 were full pasted.

2.15.9 Photo Duplication: The State Archives has a Microfilming Unit of its own. During the period 26,209 exposures of microfilms were taken for the departmental use while 15,562 exposures of microfilms and 1864 exposures of xerox copies were taken for the use of the scholars.

2.15.10 Library : 136 books were acquired during the period under report.

2.15.11 Other Activities : During the period, training was imparted to 31 employees of various Departments.

2.16 SIKKIM

2.16.1 Administration: There was no change in the administrative set up. However, during the period under report, posts of the archivist and a few others were approved, while the proposals for the purchase of microfilm reader, carton boxes, lamination machine and steel racks were still under consideration of the Government.

2.16.2 Budget: During 1978-79 a provision of Rs.45,000 (both for Archives and Museum) was made on the plan side. Out of this a sum of Rs.29,900.43 was spent. For 1979-80 a sum of Rs.83,000 both for archives and museum has been provided on the plan side.

2.16.3 Building: Construction of a separate building for the archives is still under consideration of the Government, the State Archives continues to be housed in a rented building.

2.16.4 Record Management: The records of Revenue Department, District Collectorate (Sikkim East) Divisional Commissioner, Government Degree College Gangtok, T.N.Academy, Rehabilitation Office and Sikkim Government Press, were examined and necessary suggestions and guidelines were discussed with the heads of these Departments.

A circular letter covering important resolutions passed at the various sessions of the Indian Historical Records Commission pertaining to Record Management i.e. weeding, time bound appraisal, and well articulated retirement

policy for records, as well as preparation of retention schedule, was also issued to the Heads of different departments for necessary action.

2.16.5 Research and Reference: Research rules governing access to records are being framed.

2.16.6 Reference Media: The work regarding the preparation of reference media to the records would be taken up after the centralization of departmental records.

2.16.7 Publication Programme: No Publication Programme was undertaken.

2.16.8 Photo-Duplication: A Xerox machine was purchased and installed.

2.16.9 Other Activities: A short term training course in Archives keeping for the benefit of Record Assistants employed in various departments and district offices has been approved and would be started. The Deputy Director of Archives attended the Annual Meeting of the Indian History Congress held at Hyderabad, Andhra Pradesh. Sikkim State Archives was enrolled as an institutional member of the SWARBICA (South and West Asian Regional Branch of the International Council on Archives).

2.17 TAMIL NADU

2.17.1 Administration: Thiru A.N.Natarajan, I.A.S., continued to be the Commissioner of Archives and Historical Research, Madras, except for periods when he was on leave, when the Deputy Secretary to Government, Education Department, held full additional charge of the Archives. Thiru S.Singarajan, continued to be the Director of Archives and Thiru V. Kunhikannan Nair continued to be the Assistant Director. Besides, Thiru T.Venkatachalam assumed charge as Assistant Director (Personnel) with effect from 25th March, 1978 and Thiru Vincent Joseph assumed charge as Assistant Director (Conservation) with effect from 5th May, 1978.

2.17.2 Budget: During 1978-79, a sum of Rs.14.65 lakhs was spent out of the budget provision of Rs.17.61 lakhs on the non-plan side. On the plan side a sum of Rs.0.76 lakhs was spent out of the provision of Rs. 1 lakh. For 1979-80, a provision of Rs.18.53 lakhs has been made on the non-plan side and on the plan side Rs.1.01 lakhs has been provided.

2.17.3 Research and Reference: During the period 245 scholars availed themselves of the research facilities, 25,680 records by the Government agencies and 26,233 records by research scholars were requisitioned. Also, 845 queries from private agencies were attended to.

2.17.4 Publication Programme: The Publication Cell which was formed in November 1976 for bringing out 'Select Documents' on subjects of historical importance, particularly relating to the earlier half of the current century finalised selections on the following subjects: 1. The Tinnevelly Riots, conspiracy and Ashe Murder; 2. Discharged Prisoners Aid Society; and 3. The Legal Remembrancer. The select documents on 'Neill Statue Satyagraha' and the 'Bar Council of India' are presently under final scrutiny and those on 'Nidhis' and 'Origin and Development of the office of Sheriff of Madras' are being finalized.

2.17.5 Preservation of Records: During 1978-79, 5,641 sheets were flattened, 1,25,524 sheets were repaired with tissue paper, chiffon and acetate foil, 24,949 sheets were guarded, while 1712 volumes and books were bound.

2.17.6 Photo-Duplication: The State Archives has no microfilm unit of its own.

2.17.7 Library: During the period under report 3,249 books were acquired. As a measure towards of re-organisation of this office library, the posts one Librarian, 2 Assistant Librarians, 12 Library Assistants and 2 Last Grade Government Servants have been sanctioned by the Government. Out of these 11 posts of Library Assistants have since been filled up and action is being taken for filling up the remaining posts.

2.17.8 Other Activities: The "Archives Week" was celebrated in the State Archives, from 7th August, 1978 to 13th August, 1978 and on this occasion, the new building constructed for installing the Vacuum Fumigation Chamber and Lamination Machines imported from U.S.A. was opened by the Governor of Tamil Nadu and the machines were commissioned by the Minister of Education of the State.

2.18 WEST BENGAL

2.18.1 Administration: The sanctioned strength of the State Archives consists of 17 permanent gazetted posts, 106 permanent non-gazetted posts, 5 temporary gazetted posts and 16 temporary non-gazetted posts. During the period under report, 9 additional temporary posts, those of an Archivist, 3 Assistant Archivists, one Microphotographer, one Photo Assistant one Photo Helper, one Driver and one Sweeper, were created.

2.18.2 Budget: During the year under report there was no separate budget provision for the State Archives of West Bengal in the non-plan sector. Expenditure on the non-plan items was met from the total grant allocated to the Education Department as a whole. A sum of Rs.3,01,000 was also provided in the plan budget for the development of State Archives during the year under report.

2.18.3 Building: The State Archives has a building of its own.

2.18.4 Record Management: The work of appraisal of pre-1947 records was kept suspended in accordance with the directive of the Government of India, Ministry of Education.

2.18.5 Research and Reference: 126 research scholars Indian and foreign from different universities, colleges and research institutions were allowed access to records. 4,879 files and registers were requisitioned by the various Secretariat departments for administrative purposes and 10,956 records

both from current and Historical Section were requisitioned by research scholars. 81 queries on records from private agencies/individuals were also attended to.

2.18.6 Reference Media: During the period, while the Descriptive Lists of 728 files of Confidential Records received from the Home (Political) Department were prepared, the work of preparation of the Press Lists of the records of the Board of Trade Commercial from 1778 onwards was continued.

2.18.7 Publication Programme: During the year Descriptive Lists of Persian Sanad Register Volumes I to VIII (1721-1791) were cyclostyled.

2.18.8 Preservation of Records: 25,200 brittle and damaged papges of the proceedings volumes of different authorities were repaired with tissue paper, acetate foil and glassine papers, 214 proceedings volumes were rebound, while 250 maps 100 books and 185 files were fumigated.

2.18.9 Photo-Duplication: The State Archives has a microfilm unit. During the period proceedings volumes of the Revenue Department from 1859 to 1900 were microfilmed and 242 rolls of films (121 negative + 121 positive) prepared. Also, for quick supply of copies of records to scholars and institutions, an OCE electro-copier machine was purchased.

2.18.10 Library: During the year under review 86 books were acquired.

2.18.11 Other Activities: The State Archives participated in the exhibition organised on the occasion of the 46th Session of the Indian Historical Records Commission held at Aurangabad.

The Assistant Director of Archives accompanied by the Chief Archivist visited Rishi Bankim Library and Museum, Naihati and suggested lines on which these old letters written by the great novelist, Bankim Chandra Chatterjee were to be preserved. The same team assisted by another Archivist visited Birla Industrial and Technological Museum, Calcutta, and rendered advice on matters relating to restoration, preservation and documentation of records. In this connection the State Archives also imparted training to two persons from the Technological Museum in the methods of preservation of records.

PAPER NO. S.2

DEVELOPMENT OF ARCHIVES

1979 - 80

2.1 NATIONAL ARCHIVES OF INDIA

1979-80

2.1.1 Administration

The staff strength of the National Archives of India, New Delhi including that of the Regional Offices at Bhopal, Jaipur, Pondicherry and National Register Cell, Bhubaneswar as on 31st March, 1980 was as under:-

Category	Sanctioned Strength	Functional Strength	Vacancies
Group 'A' Gazetted	22	18	4
Group 'B' Gazetted	54	46	8
Group 'B' Non-Gazetted	55	47	8
Group 'C'	270	217	53
Group 'D'	187	161	26
T o t a l =	588	489	99

Shri S.A.I. Tirmizi took over as Director of Archives in place of Dr. S.N. Prasad who retired on 30th September, 1979. Shri N.R.R. Chari and Shri M.L. Ahluwalia were appointed the Deputy Directors of Archives on 26th September, 1979 while Sarvashri Nathi Lal, T.R. Sareen, H.N. Mathur (under next below rule) were appointed as Assistant Directors of Archives on 9th November 1979 and V.V. Talwar on 1st March 1980. Shri S.K. Dogra and Smt. Amola Kant were appointed Archivists (General) on 26th September, 1979. Shri R.C. Puri and Shri A.R. Singh were appointed as Librarians on 23rd April, 1979.

Shri M.R.Sen Gupta, Assistant Director of Archives and Kumari D.G.Keswani, Officer on Special Duty retired on 28th February, 1980. Shri D.K.Chaudhary, Microphotographist, expired on 16th June, 1979.

2.1.2 Structure: The Department was reorganised on 12th November, 1979 in order to rationalise its working. An organisational Chart is annexed (p.83).

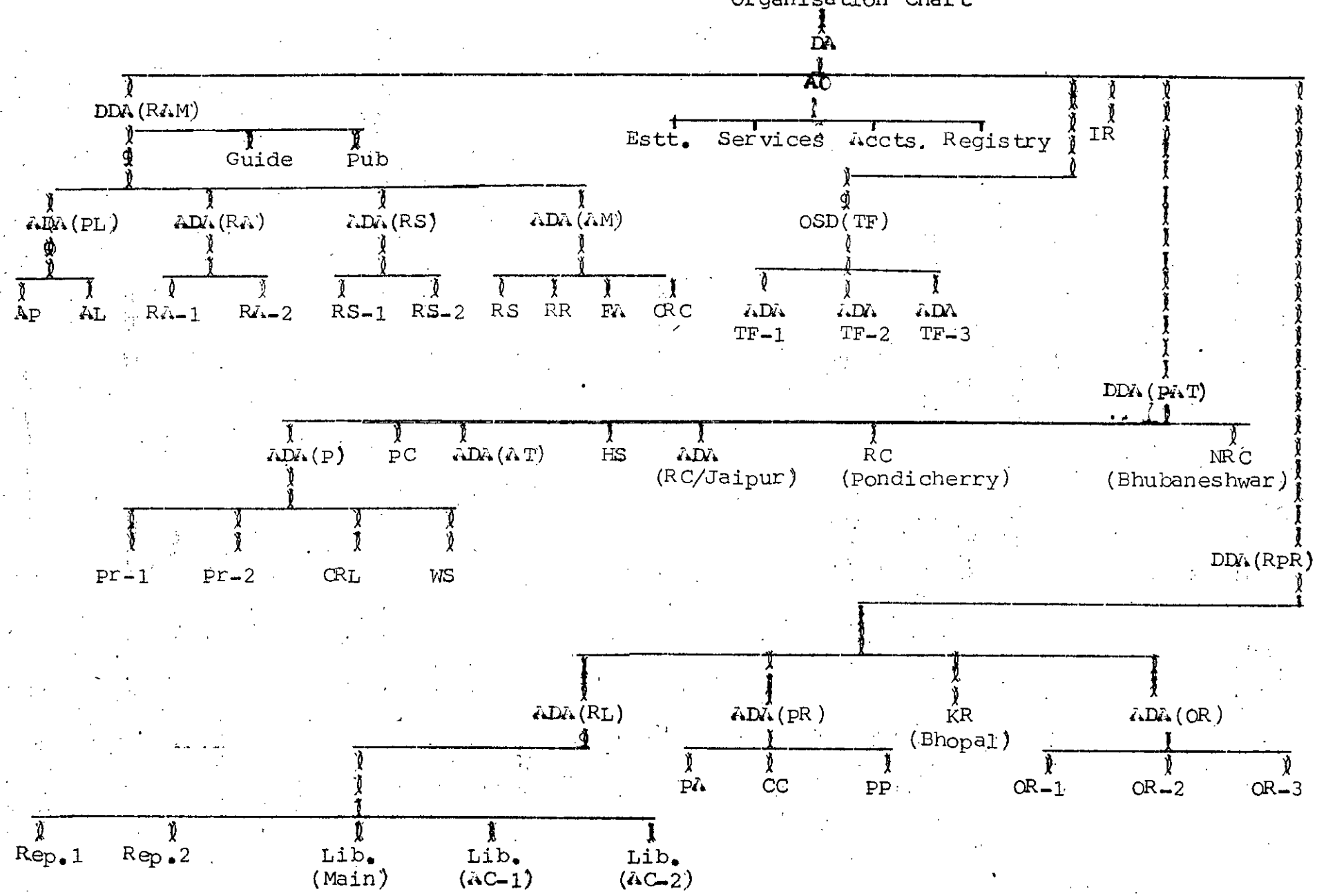
2.1.3 Budget: During 1979-80 a sum of Rs.37,13,000 was spent out of a budget provision of Rs.41 lakhs on the non-plan side and on the plan side a sum of Rs.18,83,000 was spent out of a budget provision of Rs.27,50,000. For 1980-81 a budget allocation for Rs.40,82,000 has been provided on the non-plan side while Rs.25 lakhs on the plan side.

2.1.4 Projects: All the ongoing schemes sanctioned during the Fifth Five Year Plan were continued and four new schemes viz. (i) National Advisory Service for Preservation and Record Management, (ii) Film Repository for Archival Microfilms, (iii) Planning Cell for the National Archives of India and (iv) Automation Information Storage and Retrieval of Records were approved by the Planning Commission subject to the condition that the financial provisions are included within the approved plan outlay of the Department of Culture. Sanction of the Government of India was obtained for creation of 18 posts for the National Archives of India, Regional Centre, Pondicherry.

The State Cell of the National Register of Private Records started functioning at Bhubaneswar with effect from 9th June, 1979.

National Archives of India

Organisation Chart



Legends

D.A.	Director of Archives
DDA:	Deputy Director of Archives
ADA:	Assistant Director of Archives
AO:	Administrative Officer
RAM :	Records and Archives Management
PL :	Policy and Legislation
RA :	Records Appraisal
RS :	Retention Schedule
AM :	Archives Management
APR:	Archival Policy Resolution
AL :	Archival Legislation
RA :	Records Appraisal
RR :	Research Room
FA :	Finding Aids
CRC :	Cartographic Records Cell
C.C.:	Committee & Conference
Estt.	Establishment
Accts.	Accounts
OSD :	Officer on Special Duty
PAT :	Preservation & Archival Training
Pr. :	Preservation
CRL :	Conservation Research Laboratory
WS :	Workshop
PC :	Planning Cell
AT :	Archival Training
H.S :	Hindi Section
R.C :	Record Centre
I.R :	International Relations

NRC : National Register Cell

RpR : Reprography and Public Relations

pR : Public Relations

K.R : Keeper of Records

P.A : Private Archives

P.P : Programme and Publicity

O.R : Oriental Records

Rep. : Reprography

2.1.5 Building: The foundation stone of the proposed annexe building to the National Archives of India was laid on the 27th September, 1979 and tenders for the project were invited and finalised.

The Surveyor of works II Construction Zone, Central Public Works Department submitted a revised preliminary estimate amounting to approximately Rs.4 crores to cover the probable cost of construction of Phase I of the annexe building. The original estimate for the same was Rs.2.22 crores. The Department of Culture has been requested to convey the revised administrative approval and expenditure sanction for undertaking the construction work.

2.1.6 REFERENCE MEDIA

During the period under report reference media of the following series of public records and private were prepared:

2.1.6.1 Public Records

Department/Branch	Inclusive Years	Bulk
Summary Inventory		
Foreign Secret Department	1806, 1809-10, 1812	5,191 original consultations.
Descriptive List		
Hyderabad Residency	-	1,949 files.

2.1.6.2 Private Papers

Name of Collection		Bulk
Subject list		
Rajendra Prasad Papers	...	1,068 items
Dadabhai Naoroji Papers	...	58 "
B.D.Chaturvedi Papers	...	629 "
P.K.Malaviya Papers	...	2,499 "
Original letters written during Mutiny.	...	38 "
Check List		
Jairam Das Daulat Ram Papers	...	288 "

Descriptive Listing of Persian Correspondence

636 letters of the persian correspondence pertaining to the year 1826 A.D. were descriptively listed.

Descriptive Docketing and Chronological Arrangement of the Inayat Jang Collection Documents

483 documents relating to the period of Muhammad Shah were descriptively docketed.

A list of 3,079 documents pertaining to the reign of Aurangzeb from 48th to 51st Julus was prepared.

The work regarding chronological arrangement and listing of the Inayat Jang Collection was taken up and 17,789 slips of documents covering the 1st to 51st Julus of Aurangzeb were made ready.

Descriptive Listing of the Haldiya Collection (Documents in Rajasthani).

262 documents were descriptively listed during the period under report.

Cataloguing of Seals: 380 seals found on the acquired documents were examined and their preliminary slips were prepared.

2.1.7 RECORD MANAGEMENT

2.1.7.1 Appraisal of Records: About 48,773 files pertaining to the following record series were appraised (i) Agent General Office, Ex-Baroda States 1837-1947, (ii) Central India Agency 1942-47, (iii) Regional Commissioner, Central India States Region 1947-52, (iv) Eastern States Agency 1911-47, Regional Commissioner, Eastern States Region 1947-49, (v) Hyderabad 1924-1947, Agent General for India in Hyderabad 1948-52,

(vi) Jaipur Agency 1942, (vii) Regional Commissioner Office, Kolhapur, 1949, (viii) Malwa Political Agency 1913-47, (ix) Mewar and Southern Rajputana States Agency, Udaipur 1939-1947, (x) Mysore Residency 1939-47, Officer on Special Duty 1947-49, Bangalore, (xi) Regional Commissioner and Adviser, Government of Patiala and East Punjab States Union, Patiala 1947-52, (xii) Punjab Hill States Agency 1910-46, (xiii) Punjab States Agency 1918-46, (xiv) Rajputana Agency 1936-47, (xv) The Regional Commissioner for Rajputana States Region, Abu, 1947-52, (xvi) Eastern Rajputana States Agency 1935-47., (xvii) The Regional Commissioner for Eastern Rajputana States Agency, Abu, 1948, (xviii) Western India States Agency 1907-1947, (xix) Regional Commissioner for Saurashtra, Rajkot, 1947-1952, (xx) Western India and Gujarat States Agency 1884-1947, (xxi) Office of the Regional Commission, Western India and Gujarat States Region 1947-1952, (xxii) Railway Board, B Proceedings 1910-1942 and (xxiii) Ministries of Education, Defence, External Affairs 1892-1954.

Out of these total records appraised 34% were marked for retention.

While appraising the records of Ministries/Departments for house-keeping jobs, Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1978 Edition) and Appendix 13 of General Financial Rules and also Retention Schedule of functional files of the Ministries/Departments concerned prepared by them in consultation with the National Archives of India, were used.

2.1.7.2 Implemention of Archival Policy Resolution: The Sixt Report of the Director of Archives on the implementation of the Archival Policy Resolution during 1978-79 was duly approved by the Department of Culture and its printed copies were distribute among the Ministries/Departments/Offices. A circular for the compilation of Seventh Report of the Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries. The minutes of the Second Meeting of the Inter-Ministerial Working Group set up by the Department of Culture to examine the staffing pattern of the Departmental Record Room held on 9th February, 1979 were finalised. In view of the importance and urgency of placing the Departmental Record Rooms of the Ministries/Departments/Offices etc. under whole time trained staff the Additional Secretary, Ministry of Education and Culture forwarded these minutes to all the Ministries/Departments for follow up action.

2.1.7.3 Information on Archival Assets of the Central Ministries etc: Reminders were sent to such offices which had not furnished information regarding their archival assets. A statement showing archival assets of various Government Offices received since 1972 to date has been prepared.

2.1.7.4 Scrutiny of Retention Schedule of Records: Study reports and revised Retention Schedule for records of the Ministry of Shipping and Transport and Departments of Steel, Mines, Statistics and Company Affairs which were vetted during 1978-79 were finalised and sent to the concerned Ministries for taking action.

Vetting of Retention Schedule for records of the Ministry of External Affairs, Departments of Commerce, Civil Aviation and Social Welfare and the Directorate of Canteens all in New Delhi was completed. Their study reports along with revised Retention Schedules for records were also returned to the concerned Ministries for implementation. Besides these, on the spot studies of the records series of the Director General of Observatories, Director General of Civil Aviation, Administrative Reforms Wing of the Department of Personnel and Administrative Reforms, Chief Controller of Imports and Exports and of the National Archives of India, all in New Delhi were completed. Reports on these are in various stages of finalisation and would be forwarded to the respective organisations along with revised schedules for appropriate action at their end.

2.1.8 RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 528 Indian and Foreign scholars availed themselves of the research facilities and 51,150 records were requisitioned by them.

Reference Services: 37 queries on records from Government agencies and 58 search cases on records from private agencies/ individuals were attended to.

2.1.9 PUBLICATION PROGRAMME

2.1.9.1 The Indian Archives: The Indian Archives Volume XXVII No.1 (January-June 1978) and No.2 (July-December 1978) were published. Volume XXVIII Nos.1-2 (January-December 1979) of the Journal was being made ready for the press.

2.1.9.2 Annual Report of the National Archives of India: Printed copies of the Annual Report of the National Archives of India 1978 were received from the Press and distributed, whereas compilation of the Annual Report for 1979 was taken up.

2.1.9.3 National Register of Private Records: During the period under report Volume X (1968-71) was brought out in cyclostyled form, whereas compilation of volume XI was completed and made ready for cyclostyling.

2.1.9.4 Bulletin of Research Theses and Dissertations: Volume IX (1976) was compiled while Volume X (1977-78) was taken up for compilation.

2.1.9.5 Guide to the Records in the National Archives of India : Part III (1756-1954) covering the records of the Foreign Department and its successor bodies was brought out in cyclostyled form. Compilation of Part IV comprising the records of Ministry of Education, Health and Lands, Agriculture etc. and Part V comprising the records of Legislative Department etc. was taken up.

2.1.9.6 Indian Historical Records Commission: Proceedings Volume XLVI of the Indian Historical Records Commission was brought out.

2.1.10 REGIONAL RECORDS SURVEY COMMITTEE

During the period under review the Regional Records Survey Committee was reconstituted in Delhi and its meeting was held on 16th October 1979. The Regional Records Survey Committee of Bihar also met on 15th May 1979.

The Regional offices at Bhopal and Jaipur were requested to take up survey and listing of records in private custody.

2.1.11 CONSERVATION

2.1.11.1 Technical Advice and Service: Technical information on various aspects of preservation of records was supplied to 160 outside agencies, institutions and individuals.

2.1.11.2 Training: Practical training was inparted to one year diploma and short term course trainees.

2.1.11.3 Research Laboratory: Preservative and Repair materials used in the department continued to be tested in the Conservation Research Laboratory. A few ledger paper samples received from the Copyright Bureau and some paper samples received from the Lok Sabha Secretariat were also tested to study their suitability for use in Copyright Register.

In addition an examination of physical and chemical characteristics of different types of old paper was continued with a view to study their composition and keeping qualities. Work was also continued on imparting flexibility to brittle and dried palm leaves. It was observed that absorption of Diethylglycol improves folding endurance of such palm leaves to a considerable extent. Folding endurance thus imparted could be retained if the leaves were coated with 'Nicol' varnish. Results are being further studied. Experiment was also under taken for removal of fungal stains on documents for their cleaning.

2.1.11.4 Repair and Rehabilitation of Records: During the period under review 1,85,917 sheets were repaired and rehabilitated, 85,585 sheets guarded and 4,883 sheets flattened. Besides these 813 volumes , 1,623 books, 1,124 booklets, 257 Registers, 166 lists, 986 files and 512 miscellaneous papers were bound.

2.1.11.5 Air-cleaning and Fumigation: During the period under review 462 volumes, 19 bundles, 26 files and 2 diaries were fumigated while 191 files, 174 bundles 397 volumes and 2 diaries were air-cleaned.

2.1.12 REPROGRAPHY

Reprographic services and technical advice were rendered to various Indian and foreign institutions and individuals. The following figures show the total output of the work attended to: (i) Microfilming - 2,57,587 exposures, (ii) Positive Printing - 2,979 Metres, (iii) Xerox copies - 14,287 copies, (iv) Enlargement Printing - 2,748 copies,

(v) Processing of microfilms - 467 rolls and 87 strips. (vi) Checking of microfilms - 437 rolls and 83 strips, (vii) Re-checking of microfilms - 498 rolls, (viii) Servicing of microfilms - 812 rolls, (ix) Restoration of microfilms with checking - 1,213 rolls and (x) Special copying (Negative) - 151 copies.

2.1.13 ARCHIVAL TRAINING

2.1.13.1 One Year Diploma Course in Archives-Keeping: 13 trainees successfully completed training in Diploma Course during 1978-79. 21 candidates were admitted to 1979-80 session.

2.1.13.2 Short-term Certificate Courses: Under the scheme of the Certificate Course of training of the officials of the Central/State Government Departments, two sessions each of record management and repair of records of 8 weeks and 6 weeks duration respectively were conducted. 21 candidates in the Record Management Course and 17 candidates in the Repair of Records Course received the training. Another session of the Course in Record Management with 14 candidates which included nominees of religious institutions, universities and other learned institutions commenced on 26th March 1980.

2.1.13.3 Correspondence Course in Archives-Keeping: The Correspondence Course in Archives-Keeping was introduced in August, 1979 and out of 154 candidates admitted to this course 69 were awarded certificates after their successful completion of the course.

2.1.13.4 Course in Reprography: A newly introduced short term course in Reprography of 8 weeks duration was conducted and successfully completed by two candidates sponsored by the Indian Institute of Islamic Studies, New Delhi.

2.1.14 CULTURAL EXCHANGE PROGRAMME

Proposals were sent for the Cultural Exchange Programme with Indonesia, Federal Republic of Germany, Belgium and Republic of Egypt. Dr.R.K.Perti, Assistant Director of Archives, was deputed to the Federal Republic of Germany for a period of two weeks under Indo-Federal Republic of Germany Cultural Exchange Programme while Dr.Joesph Kanyar, Director, Somogy County Archives, Hungary visited this department in February,1980 under Indo-Hungarian Cultural Exchange Programme.

A list of records of Indian interest available in Turkey were received under the Cultural Exchange Programme.

2.1.15 COMMITTEES AND CONFERENCES

Dr.S.N.Prasad, the then Director of Archives was deputed to London to attend the Bureau meeting of the International Council on Archives from 2nd to 8th April,1979.

The Executive Committee which met at Puerto Rico between 30th October ~~1979~~ to 2nd November, 1979 co-opted Shri S.A.I.Tirmizi, the new Director of Archives as one of its members.

Dr. S.N.Prasad and Dr.N.H.Kulkarnee, Assistant Director of Archives were deputed to Berlin (Federal Republic of Germany) to attend a seminar on "Strategies for Archival Development in the Third World" organized jointly by the German Commission for UNESCO and the International Council on Archives from 11th to 16th June,1979.

Shri S.A.I.Tirmizi, Director of Archives attended the meeting of experts on "Harmonization of Archival Training Techniques", sponsored by UNESCO from 26th to 30th Nov-ember, 1979, at Paris. He was unanimously elected to chair this UNESCO meeting.

Shri Tirmizi and Dr.N.H.Kulkarnee participated in the meeting of the Co-ordinating Committee of the "Guide to Sources on History of Nations" held at Kuala Lumpur from 2nd to 6th July,1979.

Shri R.C.Gupta, Deputy Director of Archives and Shri Ranbir Kishore, Assistant Director of Archives were deputed to Accra (Ghanna) on a UNESCO consultancy mission as experts in reprography and conservation respectively for a period of 6 weeks with effect from 16th March 1980.

Dr.S.N.Prasad visited Orissa State Archives, Bhubaneswar (6th-10th August,1979) to discuss the development schemes of the State Archives with the Senior Officials of the State Government of Orissa and to guide the newly created cell of the National Archives of India, at Bhubaneswar in its work of Survey of Private Papers of historical importance.

Shri S.A.I.Tirmizi attended the meeting of the Manuscript Purchase Committee held at the University of Kashmir, Srinagar on 7th-8th June,1979. He also attended the meetings of Indian Council of Historical Research at New Delhi held on 19th-20th and 22nd December 1979; 40th Session of the Indian History Congress held at Waltair from 28th-30th December 1979. He also attended the meeting of the Study Grants Committee of Indian Council of Historical Research held at New Delhi on 26th February,1980 as also 15th Meeting of the Indian Council of Historical Research on 31st March,1980.

Dr.T.R.Sareen, Assistant Director of Archives left for Nairobi, Kenya on deputation for 6 months with effect from 25th March,1980 to conduct a course in Record Management under the Commonwealth Fund for Technical Co-operation.

Shri D.K.Pant, Assistant Archivist was deputed to Paris for a period of 3 months to undergo an 'International Technical Training in Archives' on the French Government scholarship at Archives nationales, Paris, France.

2.1.16 TOWARDS FREEDOM PROJECT

The project made further progress of editing and publication of basic documents under this scheme.

A. The following selections of material were made from Public Records/Private Archives/Microfilms in the custody of the National Archives of India and State Archives:-

(a)	Home Department ...	1942
(b)	Central India States Agency	1937-1947
(c)	Rajputana Residency ...	1937-1947
(d)	Eastern Rajputana State Agency	1937-1942
(e)	Jaipur Agency ...	1938-1941
(f)	Mewar Agency ...	1946
(g)	Southern State Agency ...	1946
(h)	Jayakar Collection ...	1942-1947
(i)	Haig Collection (Microfilms)	1937-1939
(j)	Linlithgow Collection (Microfilms)	1938-1942
(k)	Crown Representative Collection (Microfilms)	1940-1942
(l)	Material pertaining to Freedom Movement in the custody of:-	
	(i) Maharashtra State Archives	1937-1947
	(ii) Karnataka State Archives	1937-1947

B. The descriptive lists of the following material were prepared:-

(a)	President Secretariat Papers	1937
(b)	Governor General Records	1937-1939
(c)	Political Department ... (Politica, B).	1939
(d)	Jayakar Collection ...	1937-1939
(e)	Haig Collection (Microfilm)	1937-1938
(f)	C.I.D.Office, Lucknow ... (received from the Uttar Pradesh State Archives)	1937-1938
(g)	Home Political Department (received from West Bengal State Archives)	1937-1947

(h)	Home Department (Miscellaneous) (received from the Tamil Nadu State Archives)	1937-1939
(i)	Public (General) Department (Miscellaneous) (received from Tamil Nadu State Archives)	1937-38

C. The following material was sent to Indian Council of Historical Research:-

(a)	Department of Labour	...	1937-1947
(b)	Jayakar Collection	...	1936-38
(c)	Linlithgow Collection	...	1937

2.1.17 MANUAL OF ARCHIVES

During the period under report, the draft of the Manual of Archives was revised in keeping with the suggestion of the Advisory Committee.

2.1.18 LIBRARY

During the period under review 15,073 books were accessioned.

2.1.19 MAP SECTION (CARTOGRAPHY)

711 sheets of maps for which the requisitions were received were checked/examined before referring the cases to the Government of India for clearance and 334 requisitions from the research scholars were attended to.

In respect of the preparation of the catalogue of the Survey of India MRIO - Miscellaneous Maps, 832 catalogue slips were collated during the period under review.

100 sheets of maps of the printed series were arranged on the shelves.

2.1.20 PUBLIC RELATIONS

In pursuance of the decision arrived at by the International Council on Archives at its meeting held at Lyon (France) in October 1977 the National Archives of India celebrated the International Archives Week from 23rd to 29th October, 1979 at New Delhi. Inaugurated by Justice M. Hidayatullah, Vice President of India, the highlights of the celebrations were (a) release of a commemoration postage stamp and (b) first day cover by Shri T.S.Shrangare, the then Minister of State for Communications.

2.1.20.1 Exhibitions and Symposia: Besides the release of stamp, the National Archives of India organised an exhibition on an interesting theme -- 'Archives and the Child' displaying original documents and photocopies. It was inaugurated by Mrs. Rashida Haque Chaudhuri, the then Minister of State for Education and Culture.

It was during the Archives Week that a symposium on 'Access to Archives' was organised in collaboration with the India International Centre, New Delhi under the Chairmanship of Prof.S.Nurul Hasan on 25th October, 1979. Among others Shri T.C.A.Srinivasavardhan, Secretary, Ministry of Home Affairs, Shri J.C.Khosla, Joint Secretary, Ministry of External Affairs and Shri S.A.I.Tirmizi, Director of Archives.

To commemorate the 101st Birth Anniversary of Sarojini Naidu, an exhibition of original documents and contemporary photographs entitled " Sarojini Naidu: Poet and Patriot" was organised from 12th to 15th February, 1980. It was inaugurated by Shri B.Shankaranand, the then Union Minister for Education and Culture.

Another symposium was held on 28th November, 1980 at the National Archives of India. The speaker includ Dr.Rafiq Zakaria, M.P., Prof.Niharranjan Ray, Shri K.D.Madan, Additional Secretary, Department of Personnel and Administrative Reforms and Shri S.A.I.Tirmizi, Director of Archives. On 27th November 1980 Delhi Doordarshan presented a panel discussion on Archival Policy. Prof.S.Nurul Hasan, Mr. Justice A.N. Grover (retired) and Shri S.A.I.Tirmizi, Director of Archives participated.

Another seminar on 'Record Management' was inaugurated in the National Archives of India by Shri T.N. Chaturvedi, the then Director of Institute of Public Administration and now Secretary to the Government of India, Ministry of Education and Culture. Shri K.D.Madan, Shri S.A.I. Tirmizi, Shri S.K.Verma, Dr.I.K.Rao, Shri R.C.Gupta, Dr.R.K. Perti, Shri R.K.Dutta and Thiru S.Singarajan were present on the occasion.

During the period under report another symposium was also organised by this Department on 13th February, 1980 on "Sarojini Naidu: Some Facets of Her Personality" with Smt. Tara Ali Baigh in the Chair. The following persons presented papers on the subjects as mentioned against their names:

(i)	Smt.Tara Ali Baigh	:	Sarojini Naidu as an Indian Woman.
(ii)	Prof.V.V.John	:	Sarojini Naidu: Her Way with Words.
(iii)	Shri S.A.I.Tirmizi	:	Sarojini Naidu and Asian Consciousness.

(iv) Dr.(Miss)Bina Roy : Sarojini Naidu's Views on Social Issues of Her Time.

(v) Shri P.K.Ghosh : Sarojini Naidu as a Freedom Fighter.

In order to stimulate archival consciousness a series of lectures were also arranged by the Department as detailed here under :

	Speaker	Date	Subject	Presided by
(i)	Dr.Frank Evans, Programme Specialist in the General Information Programme Division of the UNESCO.	23.2.80	UNESCO & Archives	Shri S.A.I. Tirmizi
(ii)	Dr.Vinayak Purohit, Department of Sociology, Bombay University, Bombay.	26.3.80	The Gazetteers as Records Bomgeosification process	Shri P.N. Kripal
(iii)	Shri D.R.Kalia, Librarian, Indian Institute of Technology, New Delhi.	28.3.80	Integration of Library & Archives Indexing system	Dr.P.Basu

The Department also brought out brochures on (i) Archives in India, (ii) Archives and the Child, (iii) Sarojini Naidu: Poet and Patriot and (iv) Guide to the Microfilms from abroad.

2.1.21 Regional office of the National Archives of India, Bhopal.

2.1.21.1 Administration: The administrative set up of the Regional office comprised the 'Record Section' and 'Preservation Section'.

2.1.21.2 Budget: During 1979-80 a sum of Rs.2,52,613.57 was spent on non-plan side out of the budget provision of Rs.3,01,000. On the plan side a sum of Rs.85,582.26 was spent out of the budget provision of Rs.1,19,000. For 1980-81 a budget provision of Rs.3,19,000 has been made on the non-plan side and Rs.1,10,000 on plan side.

2.1.21.3 Building: The Regional Office, National Archives of India, Bhopal has its own building.

2.1.21.4 Record Management: 12,291 files of Government of India of various branches under Home Department were examined and arranged chronologically.

This office had requested the local Central Government offices to send their non-current records for permanent preservation in this repository.

2.1.21.5 Research and Reference: During the period under review only one scholar was provided with necessary research facilities and 5 queries from private agencies/individuals were attended to. Besides, 421 records by research scholars and 3 by the Government agencies were requisitioned.

2.1.21.6 Reference Media: Work on a consolidated volume of descriptive list of Mutiny Papers was continued. Besides 7,948 files of the Government of India pertaining to the Public, Political, Judicial, Labour and Industries, Mineral and Geology branches under Home Department were checked and listed while 4,343 files of Government of India, pertaining to Education, Separate Revenue branches under Home Department were subject listed.

2.1.21.7 Publication Programme: Proof reading of Volume V of descriptive list of Mutiny Papers continued.

2.1.21.8 Preservation of Records: 35,441 sheets were flattened, 20,466 sheets repaired with tissue paper and 135 sheets with chiffon. Besides, 7,318 sheets were repaired with acetate foil (including hand and machine lamination) while 31,782 sheets were guarded. Further, 152 volumes, 26 maps, 1 album, 49 file pads and 2 registers were bound.

2.1.21.9 Photo-Duplication: The Department has no microfilming unit of its own.

2.1.21.10 Library: During the period under report 150 books were acquired.

2.1.21.11 Public Relations: During the last week of October, 1979 (22nd to 29th October) International Archives Week was celebrated to highlight the importance of Archives and to create archival consciousness among the masses. On this occasion an exhibition of old records and seminar was organised. A documentary film on Archives was also screened.

2.1.22 Regional office of the National Archives of India, Jaipur.

2.1.22.1 Administration: The Regional office headed by the Assistant Director of Archives is divided into four wings for the smooth functioning of the office i.e. (i) Record Management, (ii) Preservation Branch, (iii) Reprographic Unit and (iv) Administration Branch. The post of one Microphotographist and Assistant Microphotographist (Grade II), one Stenographer, one Photo Assistant and one Regular Helper remained vacant during the period under review.

2.1.22.2 Budget: During the period under report a sum of Rs.2,56,024 was spent out of the budget provision of Rs.3,18,000 on the plan side. For 1980-81 a budget provision of Rs.3,10,000 has been made on the plan side.

2.1.22.3 Building: The Record Centre is functioning in a portion of a rented building. The present building is inadequate to accommodate the fresh accession of records.

2.1.22.4 Record Management: The record series of the Accountant General's office, Rajasthan and Central Reserve Police Force, Ajmer were examined and 55% records were marked for retention. Retention Schedule was followed while reviewing the records. The Assistant Director and the Archivist visited the offices of D.I.G.P. and C.R.P.F., Ajmer and appraised their old records.

2.1.22.5 Research and Reference: 16 records were requisitioned by Government agencies and 2 queries on records were attended to during the period under report.

2.1.22.6 Reference Media: A preliminary check list of 5,493 village maps of Rajasthan acquired from the Census Department was prepared during the period under review.

2.1.22.7 Preservation of Records: 32,875 sheets were flattened, 5,083 sheets full pasted, 534 sheets hand laminated, 895 sheets repaired with tissue paper and 93 volumes and 24 books were bound.

2.1.22.8 Reprography: The Record Centre has got one mobile microfilming camera and during the period under report 7,012 exposures and 35 photo-prints were prepared.

2.1.22.9 Library: 30 books were accessioned.

2.1.22.10 Public Relations: An exhibition of historical documents was organised by this Department during the International Archives Week.

2.1.23 Regional office of the National Archives of India, Pondicherry.

2.1.23.1 Administration: The Regional office was created as one of the plan schemes of the National Archives of India and started functioning virtually with effect from 1st January, 1979 to cater to the need of housing all permanent and historical records of former French territories of Pondicherry, Yanam, Karaikal and Mahe until the merger of the provinces into the Indian Union and of non-current and semi-current records of the departments of Central Government, located in the Southern India. The Ministry of Education and Culture have sanctioned the following posts to run the department:-

1.	Assistant Director	Group (A) (Gazetted)	1
2.	Archivist	Group 'B' (Gazetted)	1
3.	Assistant Archivist	Group 'B' (Non-Gazetted)	1
4.	Assistant Chemist	-do-	1
5.	Superintendent	Group 'C'	1
6.	Assistant	-do-	1
7.	U.D.C.-cum-Cashier	-do-	1
8.	Stenographer	-do-	1
9.	L.D.C.	-do-	1
10.	Binder	-do-	2
11.	Mender Grade	Group 'D'	2
12.	Record Attendant Gr.I	-do-	1
13.	Helper/Peon/Dusting Bearer	-do-	1
14.	Farash	-do-	1
15.	Watchman	-do-	2
		Total =	18

None of these posts could be filled up. The office was, however, manned by deputing officers from the headquarters.

2.1.23.2 Budget: During the period under review a sum of Rs.24,167.77 was spent out of the budget provision of Rs.34,000 on the plan side. For 1980-81 a budget allocation of Rs.2,40,000 has been provided on the plan side.

2.1.23.3 Building: This Record Centre started functioning initially in the Romain Rolland Library and later on shifted to the present building located at Lawspet, Pakkamudiyanpet, Pondicherry.

2.1.23.4 Record Management: The Archives of Pondicherry date back to the early 18th Century. Efforts were initiated to acquire all French records pertaining to pre-1954 period. So far the collectorate records of Mahe have been received.

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2.1.24 हिन्दी अनुभाग: राजभाषा अधिनियम 1976 के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के बारे में राजभाषा विभाग (गृह मंत्रालय) द्वारा समय समय पर आदेश दिए जाते रहे हैं। हिन्दी अनुभाग ऐसे सभी अनुदेशों का पालन करने के लिये समय समय पर निदेश जारी करता है। यह विभाग हिन्दी भाषी राज्यों को अधिकतर हिन्दी में पत्र व्यवहार करने का प्रयत्न कर रहा है परन्तु तकनीकी कार्य होने के कारण अधिकतर पत्र व्यवहार अंग्रेजी में होता है। 1979-80 के दौरान हिन्दी में 3995 पत्र प्राप्त हुए जिनमें से 1102 पत्रों का हिन्दी उत्तर दिया गया और 2893 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई केवल सूचनार्थ थे। ऐसे ही 1979-80 के दौरान इस विभाग से 418 पत्र हिन्दी में मूलरूप से भेजे गए। 1979-80 के दौरान इस विभाग ने कार्यालय आदेश, परिपत्र और अधिसूचनाएं 130 द्विभाषी रूप में जारी किए। विभाग में प्रयोग होने वाले 5 फार्मों का द्विभाषी रूप में अनुवाद किया। अभिलेख सप्ताह प्रदर्शनी तथा सरोजिनी नायडू प्रदर्शनी से संबंधित 139 कैप्शन्स का हिन्दी अनुवाद किया।

संसदीय राजभाषा उप समिति ने 9 अगस्त 1979 को राष्ट्रीय अभिलेखागार, भोपाल का निरीक्षण किया। इसके अतिरिक्त उक्त समिति ने राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल तथा जयपुर कार्यालयों के संबंध में भेजी गई प्रश्नावली संस्कृति विभाग को भरकर भेजी गई।

यद्यपि इस विभाग में अनुसंधान कार्य मुख्य रूप से किया जाता है फिर भी सरकारी कामकाज में हिन्दी का प्रचार और प्रसार नियमित रूप से हो इसके लिए निदेशक महोदय जी अध्यक्षता में राजभाषा कार्यान्वयन समिति की बैठकों में राजभाषा नियम 1976 के विषय पर, हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति की समीक्षा की जाती है। 1979-80 में राजभाषा कार्यान्वयन समिति की 4 बैठकें हुई जिनको मिलाकर अब तक 41 बैठकें हो चुकी है। प्रत्येक शाखा से हिन्दी के प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त की जाती है और फिर उसको समेकित करके संस्कृति विभाग को भेजा जाता है। उसी प्रकार हिन्दी शिक्षण योजना से संबंधित अर्द्ध-वार्षिक रिपोर्ट संस्कृति विभाग को

भेजी जाती है । राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में चतुर्थ श्रेणी को छोड़कर 322 कर्मचारी है जिनसे से 216 कर्मचारियों को हिन्दी में कार्यसाधक ज्ञान प्राप्त है और 95 कर्मचारियों को हिन्दी का प्राज्ञ स्तर तक का ज्ञान है । केवल 11 कर्मचारी ऐसे हैं जिन्हें हिन्दी का प्रशिक्षण देना है ।

संस्कृति विभाग द्वारा राष्ट्रीय अभिलेखागार, नई दिल्ली और इसके अधीनस्थ कार्यालय भोपाल तथा जयपुर में 80 प्रतिशत कार्यसाध ज्ञान प्राप्त हो जाने पर 31 मई 1979 को अधिसूचना जारी की गई ।

राष्ट्रीय अभिलेखागार सन् 1977 की वार्षिक रिपोर्ट का हिन्दी रूपांतर छप कर आ गया है और इसकी 425 प्रतियां वितरित कर दी गई हैं । राष्ट्रीय अभिलेखागार सन् 1978 की वार्षिक रिपोर्ट का हिन्दी रूपांतर भारत सरकार मुद्रणालय में भेज दिया गया है ।

2.1.25 SIGNIFICANT DEVELOPMENT DURING 1980-81

The Institute of Archival Training was renamed as School of Archival Studies and the syllabi were restructured. A Board of Studies was constituted as under:

1.	Shri S.A.I.Tirmizi, Director of Archives, Government of India, National Archives of India, Janpath, New Delhi-110001.	...	Chairman
2.	Shri B.S.Kesavan, 39, Anand Lok, New Delhi-110016.	...	Member
3.	Dr.P.Basu, A2/2, Safdarjung Enclave, New Delhi-110029.	...	Member
4.	Prof.Bipan Chandra, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067.	...	Member
5.	Prof.P.B.Mangla, 38 /'17, Probyn Road, Delhi University Campus, Delhi-110007.	...	Member
6.	Dy.Director of Archives (concerned with the School), National Archives of India, Janpath, New Delhi-110001.	...	Member-Secretary

Shri S.A.I. Tirmizi, Director of Archives was co-opted as member of the Executive Committee of the International Council on Archives. He also participated in the Executive Meeting of the SWARBICA held in Madras during 13th-16th July,1980.

On the invitation of the Government of Iraq Shri Tirmizi delivered a series of lectures on modern archival practices at Bagdad on 11th-20th May, 1980. On personal invitation he also participated in the World Conference on records organised by the Genealogical Society of Utah at Salt Lake City, U.S.A. on 12th-15th August, 1980 where he presented a paper on Genealogical Records of Medieval India.

Shri Tirmizi was deputed to Kaula Lumpur, Malaysia to attend the meeting of the Provisional Bureau of the UNESCO Project of "Guide to the Sources of Asian History" during 25th-28th February, 1981.

Shri N.R.R.Chari, Deputy Director of Archives left for Nairobi (Kenya) in May 1980 to conduct courses in Reprography under the Commonwealth Plan for Technical Co-operation. Shri Y.P.Kathpalia, Scientific Officer attended by special invitation the Sixth ECARBICA Conference at Nairobi during 14th-18th April, 1980 where he presented a paper on "Technical Training in ECARBICA Region: An approach to Solving Technical Services Problems in the Region".

The Government of India constituted the National Guide Committee under the Chairmanship of Prof.S.Nurul Hasan for implementing the UNESCO Project "Guide to the Sources of Asian History". Its first meeting was held at New Delhi on November 27th, 1980.

In order to create archival consciousness among the people an exhibition programme was launched and a number of exhibitions, symposia and lectures were organised as detailed here under:-

1.	Chittagong Uprising: A Saga of Heroism (1930-34)	7th to 18th April, 1980
2.	Archives and Banking (1723-1920)	5th to 7th May, 1980
3.	Provincial Polls (1937-1946)	1st to 3rd June, 1980
4.	Interesting Documents on the Modern Indian History	7th July, 1980
5.	Education: Primary & Higher (1781-1920)	4th August, 1980
6.	Publications	1st September, 1980
7.	Dr. Ansari: Physician and Patriot (1880-1936)	6th to 9th September, 1980
8.	Jatindra Nath Das: Fast and Funeral	6th October, 1980
9.	Record Management	23rd-24th October, 1980
10.	Archival Conservation	3rd November, 1980
11.	Salt Satyagraha: Dandi and Delhi 1930	25th November to 1st December, 1980

12.	Sati : Widow Burning to Widow Remarriage	9th January and from 12th January to 16th January, 1981
13.	Maulana Azad and Cabinet Mission	20th to 21st and 23rd to 28th February, 1981
14.	Their Lives for the Nation : Martyrdom of Sukhdev, Bhagat Singh and Raj Guru.	23rd to 31st March, 1981

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2.2 ANDHRA PRADESH

1979-80

2.2.1 Administration : Sri P.Sitapati, I.A.S., took charge as the Commissioner of Archives, Archaeology and Museum, Hyderabad. The Commissioner of State Archives is being assisted by three Assistant Directors. The Research Officer continued to attend to the work of cataloguing of some of the Mughal and Asaf Jahi Records preserved in the State Archives. The staff strength of the Department during the period under review, is Gazetted 6, technical 73 and non-technical 112.

2.2.2 Budget : During 1979-80 a sum of Rs.15,08,900 was spent out of the budget provision of Rs.16,80,800. on the non-plan side and a sum of Rs.56,900 was spent out of the budget provision of Rs.1,00,000 on the plan side. For 1980-81 a budget provision of Rs.17,60,400 has been made on the non-plan side and Rs.100000/- on the plan side.

2.2.3 Record Management : Records of erstwhile Government of Hyderabad relating to Home Department were examined along with the special staff appointed by the Home Department for the purpose. Record Disposals were examined and arranged. 319 files of Home Department were marked for retention.

2.2.4 Research and Reference : During the period under report 99 research scholars availed themselves of the research facilities and 2,952 records were requisitioned by them, 34 files were requisitioned by the Govt. agencies. These apart, 172 queries from private agencies/individuals were attended to.

2.2.5 Reference Media : Summary inventories for Record Disposals for 10 years were prepared and for the remaining period it is under preparation. Out of 60 rolls containing

Mackenzie and Brown collections, catalogues of 3 rolls containing 1,898 folios were prepared.

2.2.6 Publication Programme : During the period under reference two issues (Volume VII) of the "ITIHAS", half-yearly journal of the Department were brought out. Volume I (Part I) of Catalogue of 4000 Persian documents pertaining to Aurangzeb's reign was published. Part II of the said volume is in the press and will be released shortly.

2.2.7 Preservation of Records : During the period 15,915 sheets were guarded, 13,758 sheets repaired with tissue paper and 33 sheets with chiffon. Besides, 610 books were bound, 637 books and 11,214 files stitched.

2.2.8 Photo-duplication : The Andhra Pradesh State Archives has its own microfilming unit. The State Ardives has a xerox equipment also. During the period under report 7,987 frames of microfilm negatives, 21,200 frames of microfilm positives, 3,258 xerox copies, 257 copies of enlargements, 10 copies of dupliphot prints and 253 photo copies were prepared.

2.3 ASSAM

1979-80

2.3.1 Administration: The State Planning and Development Department approved of the scheme of a State Archives Organization initially to be implemented through the existing Record Office with suitable augmentation. Five more posts and for purchase of 53 essential items of machinary and equipment have been approved.

2.3.2 Budget: During 1979-80 a sum of Rs.73,662.15 was spent out of the budget provision of Rs.1 lakh on the plan side. A Provision of Rs.2 lakhs was made on the plan side during 1980-81. No allocation was made in the non-plan budget during 1979-80 and 1980-81.

2.3.3 Building : The existing Record Office is occupying its own building at Shillong (Meghalaya) and the new Archives building is under construction.

2.3.4 Record Management : The records of the Departments of Education, Finance, Revenue, Labour, Tribal Affairs, etc. were examined, out of which 12% were marked for retention. Retention Schedule of various categories of records is being prepared.

2.3.5 Research and Reference : 34 scholars availed themselves of the research facilities. 55 records were requisitioned by the Government agencies while 817 records and 30 volumes by the research scholars. Besides, 5 queries from the private agencies were attended to.

2.3.6 Reference Media : Compilation of a descriptive list of the pre-1874 records is still in progress. A descriptive list of 347 letters from the aforesaid records was prepared for two volumes.

2.3.7 Publication of Programme : Publication of a pamphlet entitled "Why and What a State Archives Is?" was undertaken during 1979-80.

2.3.8 Preservation of Records : 2750 records were flattened, 2510 repaired with chiffon and 97 volumes bound.

2.3.9 Photo-Duplication : The State Archives has no micro-filming unit.

2.3.10 Library : During the period under report 46 books were acquired and a sum of Rs.8,000/- was earmarked in the budget for 1980-81 for the purchase of books.

2.3.11 Other Activities : A radio talk on "private archives" was given by the Secretary of the Department. A short term training in Record Management was imparted to the Record Keeper, Shillong Municipality.

2.4 BIHAR

1979-80

2.4.1 Administration : The strength of the staff of the Department including its Regional Offices is 82. For streamlining the administrative set up, the State Archives Directorate put up a proposal for creation of three Gazetted posts of Assistant Directors which still awaits the sanction of the Government.

2.4.2 Budget : During 1979-80, a sum of Rs.4,75,200 was spent on the non-plan side out of the budget allocation of Rs.5,93,500. On the plan side a sum of Rs.1,50,700 was spent out of the budget provision of Rs.2,25,000. For 1980-81 a budget provision of Rs.6,00,000 has been made on the non-plan side while Rs.2,25,000 on the plan side.

2.4.3 Building : A significant development in regard to the construction of a separate functional archives building took place during the period under report. Allotment of approximately three acres plot of land in Patna and a sanction of a building construction project at an estimated cost of Rs.34 lakhs were made. The new building would provide approximately 40,000 sq.ft. of space. The foundation laying ceremony was performed by Dr. A.R.Kidwai, Governor of Bihar, on 15th May, 1980.

2.4.4 Record Management : About 2400 'B' and 'C' category files of Labour and Employment Department (1962-70) were appraised. 400 files of the Rajyapal Secretariat Record Room (1863-1949) were appraised and are in the process of acquisition by the State Archives. Besides, 1,000 files of Home (Special) Department mostly of 'C' category were appraised and returned

to the department concerned with suggestions for permanent preservation.

These apart, a large number of papers kept in the Regional Blood Bank, Patna Medical College Hospital (1942-73) were appraised. Approximately 90 to 92 per cent of these records were marked for retention. There are two sets of rules for appraisal and weeding work in Bihar. While appraising the departmental records at the Secretariat level, the rules incorporated in the Secretariat Instructions of the Government of Bihar are followed and in regard to muffassil records at the Divisional and District levels kept in the Record Rooms the guide lines mentioned in the "Bihar Records Manual", are followed. However, the State Government in the Cabinet Secretariat and Co-ordination Department (Bihar State Archives) have already issued various executive instructions with the consultation of Board of Revenue relating to the subject of appraisal and weeding of Government records by the State Archives Directorate. Preparation of a retention schedule on the lines of the Government of India is under consideration of the State Government in the Department of Personnel and Administrative Reforms (Organisation and Method Section).

2.4.5 Research and Reference : 40 scholars availed themselves of the research facilities and a total of 2,000 files were requisitioned by them. 63 files were requisitioned by the Government agencies, 26 queries pertaining to records from private agencies were attended to.

2.4.6 Reference Media : Preparation of a descriptive list of files of the Home (formerly Political Special) Department is in progress. Another descriptive list of the files of the Industries Department (1954-1957) is also under preparation.

2.4.7 Publication Programme : Preparation of a Hindi version of the monograph entitled "Care and Preservation of Records in the Bihar State Archives as Source Materials for Study of Modern Indian History, published by the State Archives, has been made ready for sending it to the press.

2.4.8 Preservation of Records : During the period under review 76,061 pages were flattened, 517 files and 5,470 sheets repaired with tissue paper and 427 sheets with acetate foil. 137 files were bound and 215 files guarded.

2.4.9 Photo-Duplication : The Department has its own microfilming unit and 10,000 exposures were made during the period under review. In order to cater to the needs of the reprographic demands the Government sanctioned for the purchase of one 'Korestat/Photo-copier' machine. Necessary sanction was also obtained to purchase one C-Z Microfilm Positive Printer for the microfilm unit.

2.4.10 Library : 249 books were acquired during the period under report.

2.4.11 Other Activities : 4,540 files of various records series have been acquired by the department under its regular programme.

The Bihar State Archives organised between 11th and 17th December, 1979 an International Archives Week which was a great success. On this occasion a symposium on "The Role of Archives in the Study of Social Services" was also held which was inaugurated by Dr. A.R.Kidwai, Governor of Bihar. An exhibition of old books and records and demonstration of various preservation and reprographic techniques were also

organised. Radio talks and interviews were arranged on All India Radio, Patna and large coverage was given in various English and local languages daily newspapers.

Two record suppliers of the Lokayukt Office, Patna, were given four weeks training in preservation of records and Archives-Keeping.

2.5 D E L H I

1979-80

2.5.1 Administration : The administrative set-up of the Delhi Archives during 1979-80 was as follows : Director of Archives 1 (Ex-officio), Assistant Director of Archives 1, Archivist 1, Assistant Archivist (Grade I) 1, Assistant Archivist (Grade II) 4, Surveyors 2, Preservation Supervisor 1, Junior Librarian 1, Head Clerk 1, U.D.C. 1, L.D.C. 3, Oriental Assistant 1, Xerox Operator 1, Operator for hot embossing machine 1, Preservation Assistant 1, Stenographer 1, Scooter Driver 1, Book Binder 1, Record Attendant 2, Gestetner Operator 1, Peon 1, and Sweeper 1.

2.5.2 Budget : During 1979-80, a sum of Rs.3,13,030.57 was spent out of the revised budget provision of Rs.3,25,000 on the non-plan side and a sum of Rs.39,726.38 was spent out of the revised budget of Rs.1 lakh on the plan side. A provision of Rs.9 lakhs also existed in the budget estimates for capital works for construction of building. For 1980-81, a budget provision of Rs.3,86,000 was made on the non-plan side and Rs.12 lakhs on plan side out of which 3 lakhs was earmarked on revenue side and 9 lakhs on the capital side.

2.5.3 Building : There is a proposal to construct a new building of Archives for which a plot has already been purchased. Urban Arts Commission has approved the conceptual scheme of the building and it is expected that the construction of the building will be taken up during the current financial year.

2.5.4 Record Management : The Retention Schedule framed by the Government of India is being followed in this Administration. However, in some of the offices of Delhi Administration, separate

Retention Schedules in respect of their records which were considered to be of un-common nature and were not covered under the Retention Schedule of the Government of India were framed in consultation with the Department.

2.5.5 Research and References: 7 scholars availed themselves of the research facilities. 449 and 832 records were requisitioned by Government agencies and research scholars respectively.

2.5.6 Reference Media : The Department has prepared indices to records of Local Self-Government Series from 1941-1950 and Confidential Series have been completed upto 1958.

2.5.7 Preservation of Records : 400 records were flattened, 1500 repaired with tissue paper, 10 repaired with chiffon and 800 with acetate foil. 2500 sheets were guarded and 1600 volumes bound.

2.5.8 Photo-Duplication : The State Archives does not have its own microfilming unit. However, a photostat machine and a few microfilm readers have been provided in the unit for the present. There is a proposal to purchase a microfilm camera.

2.5.9 Library : 275 books were acquired.

2.5.10 Other Activities : From time to time publicity is given in the press and exhibitions are held at intervals to create archival consciousness.

2.6 G O A

1979-80

2.6.1 Administration : There was no change in the administrative set up.

2.6.2 Budget : During 1979-80, Rs.8.44 lakhs was spent out of the budget provision of Rs.11.90 lakhs on the non-plan side. On the plan side a sum of Rs.1.94 lakhs was spent out of the budget provision of Rs.7.50 lakhs. For 1980-81 a budget provision of Rs.9 lakhs was made on the non-plan side and Rs.6.50 lakhs on the plan side.

2.6.3 Building : The Directorate has its own newly constructed building and the work on the second phase will be commenced shortly.

2.6.4 Record Management : Different series of records were arranged such as "Chancellaria", "Feitoria" and "Governo Geral de Estado da India (Repartic ao do Gabinete)". Almost all the papers were marked for retention.

2.6.5 Research and Reference : 25 research scholars including 9 foreigners visited the Archives of Goa, and availed themselves of the research facilities in the Archives. About 1,480 record books by research scholars, 3 requisitions of records by Government agencies and nearly 438 record books by private parties and public visitors were requisitioned. Besides, 876 queries from the public and 15 from Police Department in respect of freedom fighters who claimed to have taken part in the liberation of Goa were attended to.

2.6.6 Reference Media : 3,712 files of different series such as Ouvidoria Geral, Intendecia de Novas conquistas, Consules, Estrangeires, Chancellaria, Daman & Diu, 194 volumes of Fazenda and Registo de Correspondencia a Pareceros and 933 books with

different titles were listed. In addition, this Department has also prepared indices to the property records, notarial deeds, inventory proceedings files, etc.

2.6.7 Publication Programme : A review of "Bassein Campaign" (Marathi-Modi documents) was undertaken and the publication of "Assentes de Conselhe de Fazenda" Volume I (part I) (1613-1621), and "Bassein Campaign", Volume I, were brought out. Besides, the project of "Balances des Feitores da Chaul" (1680-1684) was also undertaken. The quarterly News-letter, Volume II No.1-3 was brought out.

2.6.8 Preservation of Records : With a view to make them ready about 2,580 folios of manuscript volumes, rare reference books and loose modi documents were flattened, nearly 5029 sheets from manuscript volumes reinforced with tissue paper, 63 folios were repaired with chiffon and about 1,495 folios from manuscripts books guarded before binding.

2.6.9 Photo-Duplication : During the period under report about 6,024 frames of negative microfilms from different volumes of Moncees de Reineo, etc. and about 1,034 photoprints were prepared.

2.6.10 Library : During the period under review 579 books pertaining to Archives, History, Archaeology, Museum were purchased and 585 rare printed Portuguese books/official Gazette volumes of the 18th-19th centuries were acquisitioned from the Directorate of Accounts, Government of Goa, Daman and Diu.

2.7 G U J A R A T

1979-80

2.7.1 Administration: Shri J.M.Nanavati is a full time Director of Archives with effect from 15th January, 1980. At present the three Record Offices located at Vadodara, Rajkot and Junagadh are under its administrative control. The present strength of the staff is 68.

2.7.2 Budget : During 1979-80 a sum of Rs.4,12,441 was spent out of the budget provision of Rs.4,13,000 on the non-plan side while on the plan side Rs.1,56,240 was spent out of the budget provision of Rs.1,62,000. For 1980-81 a budget provision of Rs.4,21,000 was made on the non-plan side and Rs.3,92,000 on the plan side.

2.7.3 Building : A sum of Rs.33 lakhs has been sanctioned for the construction of Archival building at Gandhinagar and the building was expected to be completed in September 1980.

2.7.4 Record Management : 45,688 files belonging to the princely states of Vadhawan, Vadodara, Mamlatdar Petlad, Morbi, Wankaner Gondal Dhoraji, Dharangadhra, Balana, Patdi, Bhavanagar, Palitana Lathi, Junagadh, Una, Keshod (Bilkha) and Khambat including Record Office, Revenue Department Sachivalaya, Gandhinagar were examined. The records are being reviewed in accordance with the existing Retention Schedules of the Department.

2.7.5 Research and Reference : 9 research scholars availed themselves of the research facilities. 70 files were requisitioned by Government agencies and 100 files by the private agencies.

2.7.6 Reference Media : The ferists of various series of records available in the custody of the Central Record Offices

were prepared. Preparation of descriptive lists of records of permanent nature viz. Independence Movement files, integration of records of the ex-Commissioner's Branch are in progress.

2.7.7 Publication Programme : Central Record Office, Vadodara (old Baroda Record Office) has published in the past 7 volumes in old series of "Historical Selections from Baroda State Records" 1724-1825, and in new series volume I (i.e. No.VIII, 1825-35) and Volume No.II (i.e. No.IX - Disturbances in Gujarat 1857-64). Besides, (i) Volume No.X, Selection from Shastri Daftar (1799-1839) and (ii) Catalogues of persian Documents were also published.

2.7.8 Preservation of Records : 117 files were flattened, 376 repaired with tissue papers, 50 documents repaired with acetate foil, 982 files bound, 2,837 files stitched and 1,099 books repaired and bound (The figures include the work done in the Central Record Offices at Vadodara and the District Record Office, Junagadh).

2.7.9 Photo-Duplication : The Department has no microfilming unit of its own. However, one microfilm reader is available for the use of scholars.

2.7.10 Library : 17,696 books were acquired by the Gujarat State Archives, while 7,355 and 5,000 books were acquired by Central Record Office, Vadodara and District Record Office, Junagadh respectively. 1,2071 cards were prepared.

2.7.11 Other Activities : The International Archives week was celebrated by the Department of Archives during 24th-30th November 1979. In this connection an exhibition of documents and copper plates (inscription) was arranged. A radio talk on

'Vadodara - no - Daft a-bandhno' was delivered by Shri C.B. Pandya, Superintendent, Department of Archives, Ahmedabad on 26th November 1979 from All India Radio, Ahmedabad.

Shri M.M.Desai, Superintendent, Central Record Office, Vadodara and Shri K.K.Bhavsar, Superintendent, Central Record Office, Rajkot were deputed to National Archives of India, New Delhi for one-year Diploma Course in Archives-Keeping while Shri D.S.Vaghela, Superintendent in-charge, Central Record Office, Rajkot, was deputed for short-term training in "Record Management".

Shri N.M.Parmar, Binder, received training in repair of records in the National Archives of India.

2.8 HARYANA

1979-80

2.8.1 Administration : Shri O.P.Bhardwaj, I.A.S., Director of Public Instructions and ex-officio Director, Haryana State Archives relinquished the charge of the office on 25th July 1979 and Mrs. Promilla Issar, I.A.S., took over charge from him.

2.8.2 Budget: During 1979-80 a sum of Rs.0.80 lakhs was spent out of the budget provision of Rs.1.11 lakhs on the non-Plan side. On the plan side a sum of Rs.1.63 lakhs was spent out of the allocation of Rs.4 lakhs. For 1980-81 a bud get provision of Rs.1.13 lakhs was made on the non-Plan side and Rs.5.60 lakhs including capital amount of Rs.1.50 lakhs on the plan side.

2.8.3 Record Management : Records of the Secretariat, Education Department Series for the years 1971-75 were examined and 8 per cent of them marked for retention. Haryana has adopted an Archival Policy Resolution.

2.8.4 Research and Reference : 12 research scholars availed themselves of the research facilities provided by the Department, 190 files and 152 books were supplied to them on requisition.

2.8.5 Reference Media : Preparation of subject list of Hissar Division Records is continuing. The translation of Persian records is in progress.

2.8.6 Publication Programme : The projects on the History of Haryana and the translation of the Persian Records have been taken up.

2.8.7 Preservation of Records : 187 bundles of Hissar Division Records were flattened, 500 pages repaired with acetate foil and 50 old books bound.

2.8.8 Library : 375 books were acquired during 1979-80 and a sum of Rs.24,300 was sanctioned for the development of the library.

2.8.9 Other Activities : (i) The Department has tape-recorded 25 Freedom Fighters of Haryana and also collected the bio-data of 243 I.N.A.personnel of Haryana. (ii) In connection with the celebration of International Archives Week an exhibition was arranged during 23rd-29th October 1979. A symposium on "Value of Archives for Posterity" and a Cultural Evening were organised at the State Council of Education and Training, Gurgaon on 25th October 1979 and at John Hall, Gurgaon on 26th October, 1979 respectively.

2.9 K A R N A T A K A

1979-80

2.9.1 Administration : Proposals for (i) establishment of four intermediary Record Centres at each Divisional Head-Quarter, (ii) bringing the record rooms of the State Government and the staff working there under the control of the Directorate of the State Archives, (iii) publication of monographs on relevent subjects by the Universities, (iv) deputation of officers to One Year Diploma Course and Short-term Course and (v) provision ofdark room accessories have been submitted to the Government.

2.9.2 Budget : During 1979-80 a sum of Rs.4.87 lakhs was spent against the budget provision of Rs.7.14 lakhs on the non-plan side. On the plan side a sum of Rs.2.60 lakhs was spent out of the budget provision of Rs.3 lakhs. For 1980-81 there is a budget provision of Rs.7.90 lakhs on the non-plan side and Rs.3 lakhs on the plan side.

2.9.3 Building : As the Department is not having a suitable building of its own, the Government has been requested to provide a big building temporarily and to take early action for the construction of the proposed permanent newly designed building.

2.9.4 Record Management : Karnataka Government Secretariat 'C' Class records were examined of which 9.1% were marked for retention and the remaining marked for destruction. As reported earlier the Retention Schedule prescribed in the Hand Book of Office Procedure of Secretariat Manual is being followed.

2.9.5 Research and Reference : 22 research scholars availed themselves of the research facilities. 86,490 requisitions by the Government agencies and 658 queries by private agencies were attended to respectively.

2.9.6 Reference Media : 30,140 files were listed year and branch wise. Annual Indices for Secretariat departments for the year 1978 were prepared.

2.9.7 Publication Programme : Publication of Hand Books in extenso for all the records of the Archives and the publication of letters of important correspondence of the Dewans with Residents and other important state documents of the period in a series of volumes under the title "Karnataka Letters" constitute a major project of the Department. Four volumes relating to Dewans T.R.A.Thumboo Chetty, Sir P.N.Krishnamurthy, Sir V.P.Madhava Rao, Sir T.Ananda Rau and the related documents of the period are under print.

Two volumes of collection of letters, entitled "Fort Saint George letters to the Court of Directors, London" are also under print. The drafting of the Departmental Manual is also in progress.

2.9.8 Library : 6,650 books were acquired.

2.9.9 Preservation of Records : 2,824 books were bound.

2.9.10 Photo-Duplicstion : The department has its own micro-film unit. 3,546 Xerox copies were supplied to public, research scholars and Government agencies and 6,840 documents were microfilm-filmed.

2.9.11 Other Activities : The Department conducts survey of historical documents at Government/non-Government departments and private institutions with a view to acquire documents of historical value for the use of public and private agencies.

An exhibition was organised during the Archives Week in October 1979.

2.10 KERALA

1979-80

2.10.1 Administration : No change in the administrative set up took place.

2.10.2 Budget : For 1979-80 a sum of Rs.5,72,200 was spent against the budget provision of the equal amount on the non-plan side and a sum of Rs.37,500 was spent out of the budget provision of Rs.2,00,000 on the plan side. For 1980-81 there is a provision of Rs.3,00,000 on the plan side while no provision was made on the non-plan side.

2.10.3 Building : As reported earlier the Directorate and the three Regional offices function in the Government buildings. Proposal to construct a new archives building in Trivandrum to cope with the expanding activities of this department has been taken up

2.10.4 Record Management : 22,000 records of the Huzur office of the former princely State of Travancore for the years 1969-1072 M.E. were listed. 1,800 Gazettes and 1,500 bundles of records of Travancore High Court were rearranged. About 1,500 cadjan records were copied.

2.10.5 Research and Reference : 16 research scholars availed themselves of the research facilities of the department in connection with their dissertations. Three records relating to land revenue were issued to Government agencies. 85 applications from private individuals were received for certified copies of records and 102 records were issued to research scholars on requisition.

2.10.6 Reference Media : A comprehensive programme for making reference aids was undertaken. The work on it is in progress.

2.10.7 Publication Programme : An "Archives Manual" is being revised for publication. The quarterly publication "Archives Newsletter" continued to be published as usual.

2.10.8 Preservation of Records : 210 sheets were flattened, 200 sheets repaired with tissue paper, 864 sheets repaired with chiffon, 450 sheets guarded and 120 sheets bound.

2.10.9 Photo Duplication : As reported earlier the Department has no microfilming unit of its own.

2.10.10 Library : 28 books were acquired during thepperiod.

2.10.11 Other Activities : In connection with the Archives Week, an exhibition was organised at Trivandrum. A talk was broadcast from All India Radio, Trivandrum by the Education Minister highlighting the importance of Archives.

The department participated in another exhibition at Tellicherry, sponsored by the Sarada Krishna Iyer Memorial Fine Arts Society. This too was largely attended and was a success. This department was awarded a third prize among the Departmental pavilions by the Exhibition Committee.

Six personnel of the department were deputed for training to the Tamil Nadu Archives. Among them three were given a fortnight's training in Archives Administration and three were trained in preservation of records.

2.11 MAHARASHTRA

1979-80

2.11.1 Administration : Shri V.G.Khobrekar took over as the Director of Archives. 56 new posts were created during the period under review.

2.11.2 Budget : During 1979-80 a provision of Rs.15,26,500 was made on the non-plan side out of which Rs.14,56,028 was spent. There was no provision on the plan side. For 1980-81 a provision of Rs.15,62,000 has been made on the non-plan side.

2.11.3 Building : Proposal for construction of a new building for Maharashtra State Archives is still under consideration for Maharashtra State Archives is still under consideration of the of the State Government. Government.

2.11.4 Record Management : During the period under review 2,000 files of U.D.P.H.D., G.A.D. were examined out of which 25 files were marked for retention.

2.11.5 Research and Reference : 74 scholars availed themselves of the research facilities and 1,727 volumes and files were issued to them. Besides, 1,017 records were issued to Mantralaya Departments and other Government Offices against 1,195 requisitions.

33 research scholars availed themselves of the ~~research scholars availed themselves of the~~ research facilities at Pune Archives and one research scholar at Kolhapur Archives.

2.11.6 Reference Media : Under the programme, cataloguing of "Public Department Diaries" was continued and 62 Diarieswere catalogued. Cataloguing of 2,967 Modi documents from "Chandwad Daftar" was completed and also 2,000 maps were catalogued and listing of Court Records is in progress. Besides, Index to 557

volumes of Janjira Dewan (1869-78) was typed. Similarly 550 pages of Index to the compilation of Revenue and Forest Department (1863) were also ~~been~~ typed.

At Pune Archives, classification of documents in 40 Rumals of "Chitnisi Ghadni" section was made. 55,328 Modi documents, 5,842 English documents from the Deccan Commissioner and Satara Residency and 53,759 feristas documents were indexed.

At Kolhapur Archives, 2,200 documents from the section "Chhatrapati Rajaram Maharaj" and 500 bundles from Kagal, Kopshi were classified. Similarly documents in 30 bundles from Kagal Jahagir were village-wise sorted out and feristas of 229 files of Jahagiries of Kagal, Kopshi, Torgal etc. classified.

2.11.7 Publication Programme : Maharashtra Archives Bulletin Nos. 13 & 14 (Shivaji Commemoration Movement) was under preparation. The Catalogue of "Chitnisi Daftar" and "Shahu Daftar" Volume II were under print during the period.

2.11.8 Preservation of Records : 15,222 sheets were flattened, 1,751 volumes repaired with tissue paper, 7,742 sheets repaired th hand lamination, 7,480 sheets repaired with chiffon, 3,886 sheets guarded and 2,088 volumes (Gazettes, Diaries, Files etc.) bound.

At Pune Archives, 33,854 documents were repaired and 136 books bound while at Kolhapur Archives, 5793 documents were repaired and 57 files bound.

2.11.9 Photo-Duplication : As reported earlier the State Archives has no microfilming unit of its own. 150 Photostat copies of the documents were prepared for exhibition while 4,400 pages of Public Department Diaries were microfilmed.

2.11.10 Library : 89 reference books were added to the reference library of Bombay Archives. Besides, 382 publications of Maharashtra State Government, and 35 publications of other State Governments were received during the year.

At Kolhapur Archives, 209 reference books were added to the reference library and 205 publications of Maharashtra Government were received. 8 books were also received from private parties as a gift.

2.11.11 Other Activities : Six members of the staff were recommended for the Correspondence Course in Archives-Keeping conducted by the National Archives of India. They completed their course successfully.

International Archives Week was celebrated from 23rd to 29th October, 1979. An exhibition of historical documents from 1630 to 1947 organised on the occasion was inaugurated by Shri Bhai Vaidya, Minister of State for General Administration and Home Department, Government of Maharashtra. The main theme of the exhibition was "History of Freedom Movement". It received wide publicity through newspapers and attracted a large number of visitors.

Shri V.G.Khobrekar, Director of Archives gave a Radio talk on 'Study of Archives' from All India Radio, Bombay on 23rd October 1979. Lectures on 'Archives-Keeping' to the Mantralaya Staff from 23rd to 26th October 1979 were also delivered by him. The members of the staff contributed articles on archives to the local newspapers.

2.12 M I Z O R A M
1979-80

2.12.1 Administration : The Archives Unit of Mizoram State Government is under the Administrative control of Education Department. The strength of the staff of the unit is at present only two (One Superintendent and One Clerk-cum-typist).

2.12.2 Budget : During the period under review a budget provision of Rs.26,000 was made for the archives unit.

2.12.3 Building : The Archives is attached to the Mizoram State Museum building at present.

2.12.4	Record Management	No work in this regard was done during the period under review.
2.12.5	Research and Reference	
2.12.6	Reference Media	
2.12.7	Preservation of Records	
2.12.8	Photo-Duplication	
2.12.9	Library	

2.13 ORISSA
1979-80

2.13.1 Administration : Shri M.P.Dash continued to be the Superintendent of Archives during the period under report.

2.13.2 Budget : During 1979-80, a sum of Rs.1,92,650 was spent out of the budget provision of Rs.2,33,000 on the non-plan side and a sum of Rs.4,23,223 was spent out of the budget provision of Rs.4,50,000 on the plan side. For 1980-81 a provision of Rs.2,37,469 was made on non-plan budget while Rs.2,11,000 on the plan side.

2.13.3 Building : As reported earlier the State Archives has its own multistoried building.

2.13.4 Record Management : The Department received lists of 'B' & 'C' class papers from all the district and subordinate offices for necessary scrutiny and selection of records to be transferred to State Archives for permanent preservation. While reviewing the papers the Orissa Record Manual, 1964 was followed.

2.13.5 Research and Reference: 116 scholars availed themselves of the research facilities provided by the Department and 1,489 loose sheets, 674 volumes, 16 files and 2 maps were requisitioned by them.

2.13.6 Reference Media : Preparation of descriptive lists of Board of Revenue records were continued. 150 Persian records were deciphered. Decipherment and preparation of subject lists of Oriental records were in progress.

2.13.7 Publication Programme : Guide to Orissa Records volume VIII was sent for publication. A small brochure on the aim, object and activities of Orissa State Archives was published and circulated during the period under report.

2.13.8 Preservation of Records: 87,732 sheets were flattened, 15,095 and 7,354 sheets repaired with tissue papers and acetate foil respectively and 28,116 sheets guarded. 62 books, 62 volumes, 14 registers and 41 newspapers guarded and stitched. These apart, 62 books, 91 volumes, 14 registers and 44 newspapers volumes were bound.

2.13.9 Photo-Duplication : The State Archives does not have its own microfilming unit.

2.13.10 Library : 3,970 books and reports were acquired during the period under report.

2.13.11 Other Activities: The International Archives Week was celebrated from 23rd to 29th October, 1979. On this occasion an exhibition of interesting historical documents was organised in the State Archives. A radio talk on the Importance of Archives was delivered by the Superintendent of Archives. Articles on "Importance and Utility of Archives" were published in all the Oriya dailies.

Four trainees sponsored by the Institute of Archival Training, National Archives of India, were imparted practical training during the period under report.

2.14 PONDICHERRY
1979-80

2.14.1 Administration : The Pondicherry Archives was set up on 14th March, 1979 for the preservation of all post merger records. The archival works were attended to on part time basis by the staff of the Gazetteer Unit as no post has been sanctioned for the purpose.

With a view to provide appropriate machinery for the Pondicherry Archives, proposals were submitted to the Government for creation of certain number of posts but the same was deferred.

2.14.2 Budget : During 1979-80 a sum of Rs.3,000 was spent out of a budget provision of Rs.48,000 and for 1980-81 a budget provision of Rs.40,000/- was made on plan side. There was, however, no provision on non-plan side.

2.14.3 Building : The Pondicherry Archives building is temporarily accommodated in Museum building, pending its expansion.

2.14.4 Research and Reference: 30 research scholars visited the Archives during the period under report.

2.14.5 Library : Some old books were informally collected.

2.14.6 Other Activities : An International Archives Week was celebrated in October 1979 in collaboration with the Regional branch of the National Archives of India in Pondicherry.

2.15 PUNJAB
1979-80

2.15.1 Administration: The Punjab State Archives remained under the administrative control of the Secretary to Government, Punjab, Education and Languages Department during the year under report. Additional Director of Archives continued to be the head of the directorate. He was assisted by both technical and non-technical hands.

A proposal for setting up a Records Repository at Chandigarh sanctioned under the Plan Scheme was sent to the Government, but it still remains to be implemented.

2.15.2 Budget: During 1979-80 a sum of Rs.5,14,092.90 was spent against the budget provision of Rs.5,06,000.00 on the non-plan side and a sum of Rs.204.95 was spent against the budget provision of Rs.18,000.00 on the plan side. For 1980-81 a sum of Rs.4,91,000.00 has been allocated on the non-plan side and Rs.50,000.00 on plan side.

Building: At present the State Archives is housed in an old palace in Baradari Garden, Patiala and some of its records are also lying in a part of Patiala Fort. There is, however, a proposal to construct a new building at Chandigarh for which a plot has been allotted.

2.15.4 Research and Reference: 42 research scholars availed themselves of the research facilities and 97 queries were attended to. 18 requisitions were made by the Government agencies. 968 files, 2,069 books, 228 manuscripts/documents and 1 microfilm reel were supplied to research scholars for consultation.

2.15.5 Reference Media: 1,720 files of erstwhile Princely State records were indexed and 3,340 files were chronologically arranged. A descriptive list of 310 documents of Vukla Reports and a summary inventory of 2,425 files of old Secretariat records were prepared. 200 files of Law Department and 30,006 loose sheets of Kapurthala State were also arranged. 808 files of different series of records, 18 volumes of Ludhiana Agency and 32 manuscripts were scrutinized and paginated. A list of material on Maharaja Ranjit Singh available in the Archives was prepared. 802 books and 2 negatives were accessioned.

2.15.6 Preservation of Records: During the period 3,22,359 sheets were flattened, 1,05,399 sheets were repaired with tissue paper, 13 with chiffon and 839 with acetate foil. Besides 2,748 volumes/files were sterilized and 1,632 books/files were bound.

2.15.7 Photo-Duplication: The department does not have its own microfilming unit but photo copies of records/documents are issued on demand with the help of camera printer. 357 negatives and 365 positives were prepared to meet the demands of research scholars.

2.15.8 Library: Some books, periodicals, newspapers and Punjab Government gazettes were added to the library stock. 802 books were accessioned.

2.15.9 Other Activities: With a view to collecting material bearing on the history of the Punjab from the holdings of the National Archives of India, New Delhi 10 proceedings volumes of the Foreign and Political Department, were gone through and a list of relevant documents was prepared. Under the scheme 'National Register of Private Records' prominent persons in Patiala District were visited, their records were surveyed and a list of historical material was prepared. (Besides 13,866 visitors visited the Historical Museum.)

2.16 RAJASTHAN
1979-80

2.16.1 Administration : Four new posts viz. 1 Archivist, 1 Decipherist and 2 Class IV were added to the sanctioned strength of the Department.

2.16.2 Budget : A sum of Rs.11.68 lakhs (including expenditure of District establishment and District Survey Committee) was spent out of a non-plan budget provision of Rs.11.74 lakhs (including provision of District establishment and District Survey Committee) on the non-plan side and a sum of Rs.0.84 lakh was spent out of the budget provision of Rs.1.00 lakh on the plan side. A provision for Rs.12.38 lakhs was made on the non-plan side and Rs.2.46 lakhs [illegible] on the plan side for the year 1980-81.

2.16.3 Building : The Department has its own building. The construction of following two buildings are in progress (i) Science Laboratory Room and Training Room at Head-Quarter, Bikaner and (ii) Repository Building at Jaipur in the Secretariat Campus.

2.16.4 Record Management : The Jodhpur and Shapura Records of the former princely states were examined.

2.16.5 Research and Reference : 77 research scholars availed themselves of the research facilities and 2,531 records were requisitioned by them. Besides, 304 and 1,629 records were requisitioned by the Government agencies and private agencies/ individuals respectively.

2.16.6 Reference Media : The following descriptive lists are under print : Jaipur Arzdasht, Persian Volume I, Jaipur Arzdasht, Rajasthani Volume I, Jaipur Arzdasht, Rajasthani Volume II,

Bikaner Bahiat, Bikaner English Records, Ajmer Commissioners record. While the following are under process : Jaipur Arzdasht (Persian) Volume II, Jaipur Arzdasht (Rajasthani) Volume III, Kota (Bhandar-Bage) Talige, Jodhpur English Record (List), Siroki Kharitas, Bundi Records and Jodhpur port-folio files.

2.16.7 Publication Programme : 8 chapters of the History of Freedom Movement in Rajasthan has been written by Dr. M.L. Sharma.

2.16.8 Preservation of Records : During the period under review 63,031 documents were repaired, 19, 330 guarded, 11,200 flattened, 7,611 repaired with chiffon, 595 bound and 413 stitched.

2.16.9 Photo-Duplication : The Department has its own microfilming unit. 18,862 microfilm exposures, 182 photostat copies and 1,041 Xerox copies were made during the period under review.

2.16.10 Library : 192 books were acquired during the period under reference.

2.17 S I K K I M 1979-80

2.17.1 Administration : Proposal for acquisition of records pertaining to Sikkim from the different State Archives, National Archives of India and foreign archives, are under the consideration of the Government. The main aspects viz. (i) Instituting a regular record management programme, (ii) preparation of suitable reference media programme, (iii) setting up of adequate repair and reprography facilities, (iv) salvaging and maintainance of private records, (v) appointment of required staff and (vi) purchase of reprography machinery, binding equipments, preservative materials etc. were approved by the State Government for being implemented during the Sixth Five Year Plan.

2.17.2 Budget : The budget provision for 1979-80 both for Archives and Museum on the plan side was Rs.83,000/- but reappropriation for Rs.12,000 was operated and out of this overall allocation Rs.94,145 was spent.

Keeping in view the activities and problems faced by the Archives Department the budget allocations are too inadequate to cater to its needs. Suitable budget allocation is essentially required for construction of archival building, purchase of material for repair and reprography equipments. Moreover, budget provision for 'Archives' and 'Museum' should be earmarked separately as this leads to a lot of confusion and inconvenience.

2.17.3 Building : The State Archives has no building of its own. The construction of archival building is under active consideration of the State Government.

2.17.4 Record Management : The Deputy Director of Archives inspected the records of Home, Education, Ecclesiastical, Finance, Sikkim Nationalised Transport, Law, High Court, State Trading Corporation, Motor Vehicle, Police, Local Self Government, Establishment, Health and District Collectorate (East) Departments and necessary guidelines were given to them.

2.17.5 Research and Reference : Necessary action is being taken to frame the research rules. The Sikkim State Archives was declared a Centre of Post Graduate Research in History and allied subjects under the guidance of the Deputy Director of Archives.

2.17.6 Reference Media : The records pertaining to Home, Police, Revenue, Finance and Income Tax Departments were listed.

2.17.7 Publication Programme : The Deputy Director of Archives was entrusted to prepare "Monograph on Land Records of Sikkim".

2.17.8 Photo-Duplication : The State Archives has no microfilming Unit of its own. However, a xerox machine was purchased recently.

2.17.9 Library : The library is being organised and there is a programme for purchasing publications on Archives Administration and History for which list has been prepared.

A good number of publications were acquired from the different Archives in India and abroad on reciprocal basis and a few publications were purchased from the Institute of Historical Studies, Calcutta. Circular was issued to different departments in Sikkim for sending Department Publications, brochures, literatures etc. to the State Archives.

2.17.10 Other Activities : (i) International Archives Week was celebrated by the State Archives and on that occasion an

exhibition of documents was organised. An article entitled "Archives and its Importance" and a brochure on the Administration Report were prepared during the occasion. (ii) Short-Term Training Course for the benefit of Record Assistants employed in the various Departments and District offices was approved.

A lecture was delivered by the Deputy Director of Archives in the Sikkim High Court to acquint the Record Keeper and Assistants concerned working there to organise and manage the records of the Court.

2.18 TAMIL NADU 1979-80 was

2.18.1 Administration : There ~~is~~ no administrative change during the year under report.

The following proposals have been submitted to the State Government for the development of Archives : (i) new pattern of staff for publication cell, (ii) appointment of 27 Archivists and 3 Readers, (iii) purchase of microfiche unit, (iv) reconstitution of the Tamil Nadu Council of Historical Research and revision of fellowship, (v) resolution to declare the department of Archives as technical department, (vi) construction of a building for additional accommodation for housing more records, (vii) creation of Regional Repositories, (viii) appointment of special staff for mending library books and (ix) purchase of a duplicating machine.

2.18.2 Budget : During 1979-80 a sum of Rs.16.63 lakhs was spent out of the budget provision of Rs.18.53 lakhs on the non-plan side and Rs.1.95 lakhs against the budget provision of Rs.1.94 lakhs on the plan side. A budget provision of Rs.20.27 lakhs was made on the non-plan side and 2.10 lakhs on the plan side for 1980-81.

2.18.3 Record Management : The Director, Tamil Nadu Archives delivered a talk on the Record Management in the Regional Training Institute of the Office of the Accountant-General on 7th November, 1979.

2.18.4 Research and Reference : 350 scholars have availed themselves of the research facilities and 22,202 records were requisitioned by them during the period under report. Besides 20,126 records were requisitioned by the Government agencies and 762 queries from private agencies and individuals were attended to.

2.18.5 Publication Programme : The draft volumes of the selected documents on the subjects (i) The Tinnevelly Riots Conspiracy and Ashe Murder and (ii) Madras State Discharged Prisoners Aid Society have been cyclostyled. The Seclected Document on "Medium of Instructions on Education" was compiled and sent for printing for being released during the Archives Week and Tri-centenary Celebration of the Fort St.George during the month of July, 1980. Besides the Selected Documents on the (i) Neill Statue Satyagraha, (ii) The Bar Council of India and (iii) The History of Tamil Literature were compiled and submitted for approval.

Materials were collected for the preparation of the selected documents on (i) Choulty Court, (ii) Mayor's Court and (iii) Madras Mint.

2.18.6 Preservation of Records : 7,992 sheets were flattened, 1,63,493 sheets repaired with tissue paper, acetate foil, and chiffon, 14,157 sheets guarded and 2,388 volumes and books bound. In addition 27,385 volumes were fumigated and 21,000 books deacidified.

2.18.7 Library : 726 books were acquired during the period under report.

2.18.8 Other Activities : A photo copying machine (Korestat Copier A-3 Jumbo) has been installed.

2.19 UTTAR PRADESH 1979-80

2.19.1 Administration : Dr. Shyam Narain Sinha took over as the Director, Uttar Pradesh State Archives on the retirement of Dr. K.P.Srivastava on 29th February, 1980. The Regional Archives were set up in March 1980 at Dehra Dun and Agra, and Km. Rekha Trivedi and Sir Om Prakash were appointed as Regional Archives Officers of Dehra Dun and Agra respectively.

The total number of posts in the organisation of the State Archives were 96 as on 31st March, 1980.

Proposals were submitted to the Government for the strengthening and expansion of the Uttar Pradesh State Archives, Lucknow, Regional Archives at Allahabad, Varanasi and Nainital, and Manuscript Library, Allahabad.

2.19.2 Budget : During 1979-80 a sum of Rs.5,36,000 was spent against the budget provision of Rs.5,20,000 on the non-plan side and a sum of Rs.2,23,800 was spent out of the budget provision of Rs.4,06,000 on the plan side. For the first four months of the current financial year (1980-81) provision for Rs.1,71,000 was made on the non-plan side and Rs.1,24,400 on the plan side, while rest of the budget was awaited.

2.19.3 Building : The Uttar Pradesh State Archives has its own building.

2.19.4 Research and Reference : 95 scholars from India and abroad availed themselves of the research facilities. 18 files were requisitioned by the Government agencies and 4 queries on records were attended to from the private agencies/individuals.

2.19.5 Reference Media : 5,434 records were listed while summary inventory of 18,355 records prepared.

2.19.6 Publication Programme : The two publications entitled (i) 'Documents Relating to Primary Education preserved in the Uttar Pradesh State Archives' (1843-1947) and (ii) 'Source Material in Uttar Pradesh State Archives on Revenue, Judicial, Police & Jail Administration of Kumaun', (1815-1856) were brought out during the period under report.

2.19.7 Preservation of Records : 16,234 sheets of records were flattened, 7,281 sheets repaired with tissue paper and chiffon and 12,400 sheets with acetate foil, 4,035 sheets guarded and 202 volumes and 100 registers bound.

2.19.8 Photo-Duplication : The State Archives has its own microfilming unit. It also has a Majox Machine for photo-copying and other necessary equipments connected with photography work. During the year under report enlargement of 1,521 documents and 1,956 exposures and 4,582 photocopies were made.

2.19.9 Library : 217 books and journals were acquired during the period under review and there is a proposal to develop the Library and enrich it with latest publications and reference books of Medieval and Modern Indian History. The libraries of different Regional Archives are also being enriched with useful reference books.

2.19.10 Other Activities : A two-week training in Archives-Keeping was imparted to 7 officials of various departments and offices of the Government of Uttar Pradesh. 13 Trainees for the Diploma Course in Archives-Keeping in the National Archives of India, New Delhi, visited this archives. 6 Trainees from National Laboratory of Cultural Property were given lecture on "Archives Keeping". Practical training was also given to them in

respect of the preservation and restoration of old and fragile documents and manuscripts.

An 'Urdu Section' was established in the Uttar Pradesh State Archives to look after the records in Urdu script and procure Urdu manuscripts and books to provide material for higher studies and research in Urdu.

An Archival Exhibition was organised by this Department at Kanpur on July-August 1979, Nainital, Allahabad and Varanasi in October 1979, Kasia in November-December, 1979 and Lucknow in December 1979 to arouse archival consciousness among the public.

'International Archives Week' was observed by the Uttar Pradesh State Archives, Lucknow and its Regional Archives between 23rd to 29th October 1979 and on the occasion an exhibition of documents relating to the Kumaun region from the Mughal period upto the first half of the 20th century was displayed and a seminar on the 'History and Administration of Uttar Pradesh' was also held in which among others Dr. K.P. Srivastava and Sri Rajendra Bahadur read papers.

The Regional Archives, Allahabad and Varanasi also organised an exhibitions of historical documents, rare manuscripts and farmans etc.

Dr. S.N.Sinha gave a talk on "Abhilekh Tatha Abhilekhagar" from All India Radio, Varanasi and his article on "Abhilekh-Hamari Sanskritik Dharohar" was also published.

2.20 WEST BENGAL

1979-80

2.20.1 Administration : The sanctioned strength of the State Archives consists of 18 permanent gazetted posts, 108 permanent non-gazetted posts, 4 temporary gazetted posts and 14 temporary non-gazetted posts.

2.20.2 Budget : During the year under report there was no separate budget provision for the State Archives of West Bengal in the non-plan sector. Expenditure on the non-plan items, i.e., expenditure on account of Establishment etc. was met from the total grant allocated to the Education Department as a whole. A sum of Rs.5,61,000/- was provided in the plan budget for the development of State Archives during the year under report.

2.20.3 Building : The State Archives has its own building at premises No.6, Bhowani Dutta Lane, Calcutta where the Historical Section is located. The Current Section of the Archives is located at Writers' Buildings along with the Secretariat of the State Government.

2.20.4 Record Management : As reported earlier, the work of appraisal of pre-1947 records was kept suspended in accordance with the directive of the Government of India, Ministry of Education.

2.20.5 Research and Reference : 199 research scholars from different universities, colleges and research institutions availed themselves of research facilities. 2,931 records were requisitioned by the research scholars and various Secretariat departments for administrative purposes from the current section and 10,892 from the Historical Section. 2 1 queries on

records from private agencies/individuals were attended to and 203 microfilm rolls were also used by the research scholars.

2.20.6 Reference Media : The work of preparation of the press Lists of the records of the Board of Commercial Trade from 1778 onwards was in progress and Descriptive Lists of 3,710 files of confidential records received from the Home (Political) Department were prepared.

2.20.7 Preservation of Records : 32,900 brittle and damaged pages of the proceedings volumes of different authorities were repaired with tissue paper, acetate foil and glassine papers. 212 proceedings volumes were rebound and 370 books including maps were fumigated. A bunch of old letters written by Bankim Chandra Chatterjee, the great novelist, kept in the custody of Rishi Bankim Library and Museum, Naihati, West Bengal was repaired by the State Archives.

2.20.8 Photo-Duplication : The State Archives have a microfilm camera with its accessories. The posts of Microphotographer, Photo Assistant created for a separate microfilming unit were not filled up during the period under report. As a part of the regular programme, microfilming of records, kept in the custody of State Archives, with the help of an outside agency was continued. The proceedings volumes of the Political Department from 1834-52 and 1869-1900, Finance Department 1878 onwards and Municipal Department from 1880-1896 were microfilmed.

2.20.9 Library : During the year under review 36 books were acquired.

2.20.10 Other Activities : In order to arouse archival consciousness among the public an Archives Week was celebrated from 26th January, 1980 to 1st February 1980. The programme included (i) Exhibition of Historical Records entitled "Treasures of

West Bengal Archives"; (ii) Publication of Souvenir; (iii) Seminar on the use of West Bengal Archives for writing history of (a) "Agrarian and Social Condition of Bengal"; and (b) "Freedom Struggle in Bengal"; and (iv) "Open House".

The exhibition was inaugurated at the Calcutta Information Centre by Shri Sambhu Ghosh, Minister for Higher Education, West Bengal on 26th January, 1980. The exhibits covered a wide range of subjects viz. Early Revenue Administration, Current Prices, Salt Trade, Sati, Famine of 1770, Spread of Education, Urbanisation, Indigo Agitation, Freedom Movement etc.

The Seminar, held in two sessions at the lecture hall of the Asiatic Society on 28th January, 1980 was presided over by Professor J.N.Sarkar, formerly Head of the Department of History, Jadavpur University. Professor Benoy Bhusan Chaudhury, Calcutta University and Shri Gautam Bhadra, Lecturer in History, Calcutta University spoke on the history of Agrarian and Social condition, while Hitesh Ranjan Sanyal on the Freedom Struggle in Bengal.

In the "Open House" programme, observed on 27th and 31st January, 1980 at the State Archives Building various methods of repair of records, microfilming, management of records, original records etc. were shown to the visitors of different walks of life.

In the Souvenir the growth and development of the State Archives was dealt with.

Shri Sambhu Ghosh, Minister for Higher Education, West Bengal gave talks on the importance and problems of Archives on the All India Radio, Calcutta on 26th January 1980 and also on T.V. Calcutta on 25th January 1980.

The State Archives also participated in an exhibition (Siksha Pradarshani) organised at Chinsurah, District Hooghly, West Bengal from 29th March to 6th April 1980.

The State Archives also imparted training to two persons, deputed by the Calcutta High Court in the methods of repair and preservation of old and brittle records.